Grievance Report

Print your name clearly: _____ Date: _____

Concern or Grievance: _____

Date: _____ Location of incident: _____

- Use the following space to describe what happened to you or what caused your concern.
- It is very important that you tell the truth and report all of the facts and details as you know them.
- Include: WHO, WHAT, WHERE, WHEN AND WHY in your account.
- Remember: This document may be used by school authorities or by the police to investigate incidents.

Write your version of what happened:

Write the names of witnesses to this incident: _____

_____