

**COMPLAINT OF INJURY TO OR ABUSE OF
A STUDENT BY A SCHOOL EMPLOYEE**

Please complete the following as fully as possible. If you need assistance, contact the designated investigator in your school.

Student's name and address: _____

Student's telephone Number _____

Student's School: _____

Name and place of employment of school employee accused of abusing student: _____

Allegation is of _____ physical/ _____ sexual abuse*

*Parents of children who are in pre-kindergarten through sixth grade and are the alleged victims of or witnesses to sexual abuse have the right to see and hear any interviews of their children in this investigation. Please indicate "yes" if the parent/guardian wishes to exercise this right. ___ Yes ___ No
Telephone: _____

Please describe what happened. Include the date, time, and where the incident took place, if known, and the nature of the student's injury, if physical abuse is alleged:

Were there any witnesses to the incident, or are there students or persons who may have information about this incident ___ Yes ___ No.

If yes, please list by name, if known, or classification (for example "third grade class," "fourth period geometry class"): _____

Has any professional person examined or treated the student as a result of the incident? ___ Yes ___ No ___ Unknown

If yes, please provide the name and address of the professional(s) and the date(s) of examination or treatment, if known:

Has anyone contacted law enforcement about this incident? ___ Yes ___ No

Please provide any additional information you have which would be helpful to the investigator. Attach additional pages if needed:

Your name, address, telephone number and email address:

Relationship to student: _____

Complainant Signature

Witness Signature

Date

Witness Name (please print)

Witness Address

Be advised that you have the right to contact the police or sheriff's office, the county attorney, a private attorney, or the State Board of Educational Examiners (if the accused is a teacher or holds a teacher's certificate) for investigation of this incident. The filing of this report does not deny you that opportunity.

You will receive a copy of this report, and a copy of the Investigator's Report (if you are the named student's parent or guardian), within fifteen calendar days of filing this report, unless the investigation is turned over to law enforcement.

Reviewed: 07/18/16
11/15/21