NICASIO SCHOOL DISTRICT
REPORT of COMPLAINT

It is the intent of the Board of Trustees to provide process for employees, students, parents and members of the community to address complaints to appropriate district personnel and to receive a prompt response to this complaint without fear of retaliation.

Name or Reporter: _____ Date of Report: _____

Person(s) Complaint Involves: _____

Date(s) of Incident: _____

Location of Incident: _____

Did you report this incident? ❑ Yes ❑ No

When? _____

Please describe your complaint below in as much detail as possible. Describe any prior attempts to discuss the complaint. (You may attach additional sheets of paper if necessary.) Attach any documents related to this complaint.

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