





**INCIDENT STATUS REPORT**

Is the Incident Resolved?      Yes \_\_\_\_      No \_\_\_\_

Explain:

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Further Action:

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Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

**Highland School District #305  
FORMAL COMPLAINT FORM**

Highland School District maintains a policy for prompt resolution of any complaint presented to a district administrator, supervisor, or Board Member. If you have been unsuccessful in resolving a complaint at the informal level and you wish your complaint to be addressed through this complaint procedure, please complete the following information regarding the complaint:

Complainant Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Work Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Type of Complaint: \_\_\_\_\_

Specific Complaint: Please provide detailed information including date, time, location, witnesses, and specifics of incident. (Continue on separate page if more space is needed.)

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\_\_\_\_\_

Did you discuss this complaint with the person at the informal level? Yes \_\_\_ No \_\_\_

If so, where and when did that discussion occur?

\_\_\_\_\_

My signature below verifies that the information I have provided is true, accurate, and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Complainant Signature

\_\_\_\_\_  
Date

*Return to Building Principal, Supervisor, or Superintendent.*

*Attach all pertinent forms: Incident Report Form, Witness Disclosure Form, Status Report Form*