

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

Complete the following as fully as possible. If you need assistance, contact your school's Level One Investigator.

Student's name: _____

Student's address: _____

Student's phone number: _____ Student's school: _____

Name of school employee accused of abusing the student: _____

School at which named employee works: _____

Allegation is of _____ physical abuse _____ sexual abuse*

Describe what happened. Include date, time, specific location of incident, and the nature of the student's injury, if physical abuse is alleged (attach additional pages if necessary):

Were there any witnesses to the incident or are there any persons who may have information about this incident?

_____ Yes _____ No If yes, list names of individuals (if known) or categories (e.g., "3rd grade class"):

Has a doctor or other professional examined or treated the student as a result of the incident? _____ No

_____ Yes If yes, provide the name and address of the professional and the date of examination/treatment (if known):

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

*Parents/guardians of children who are in Pre-K through 6th grade have the right to be notified in advance of any interview of their child either as the victim or as a witness if sexual abuse is alleged. These parents/guardians also have the right to see and hear any interviews of their children in this investigation.

Please indicate if the parent/guardian wishes to exercise this right:

_____ Yes _____ No Telephone #: _____

Provide any additional information that would be helpful to the investigator, attaching additional pages as needed:

Your name, address, and telephone number: _____

Your relationship to the student: _____

Complainant Signature Witness Signature

Date Printed Name of Witness

Witness Address

Be advised that you have the right to contact law enforcement, the county attorney, a private attorney, or the State Board of Educational Examiners (if the accused school employee is a licensee of the BoEE) for separate investigation of this incident. The filing of this report does not deny you that opportunity. If you are the parent/guardian of the named student, you will receive a copy of this report, and a copy of the Investigator's Report within 15 calendar days of filing this report unless the investigation is turned over to law enforcement by the school.