



**CHARTER HIGH SCHOOL
OF THE ARTS**

INCIDENT FORM

Your Name: _____ Date: _____

Address or Email: _____

Date of Alleged Incident(s): _____

Topic: _____

List any witnesses that were present:

Where did the incident (s) occur?

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; verbal statements; what did you do to avoid the situation, etc.) (Attach additional page, if needed):

I hereby authorize CHAMPS Charter High School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

Signature of Complainant

To be completed by School:
Received by: _____

Date: _____