

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS
14201 SCHOOL LANE
UPPER MARLBORO, MARYLAND 20772

DISCRIMINATION OR HARASSMENT INCIDENT REPORT

Report of Employee/Volunteer Complaint

Note: Students use this form if complaint is against Employee/Volunteer

Name: _____
School/Office Assigned: _____
Home Address: _____

Work Phone _____ Home Phone _____

Complaint Section

Date of Incident: _____
Name and Title of Person(s) Responsible for Alleged Incident: _____

Location of Alleged Incident: _____

Nature of Alleged Incident (please be as detailed as possible): _____

Desired Redress: _____

Complainant's Signature

Date

This section for Regional Director, Principal, Vice Principal or Supervisor Use Only:

Date Received: _____

The above mentioned Discrimination or Harassment Incident Report has been reviewed and the following action has been taken:

_____ has resulted in mediation and mutual agreement by both parties, and the complaint has been closed.

_____ has been sent to the Director, Equity Assurance Office, for investigation.

_____ has been sent to the Superintendent for resolution.

Signature

Date

Name/Title