

Report of Concern

This form may be used by any Westside staff member, parent, community member or applicant to report a concern or complaint about any matter, including (but not limited to) concerns of harassment, discrimination or retaliation.

If you have questions about filling out this form or need assistance for any reason contact the Assistant Supt. for Human Resources or the Coordinator for Student Services (both at 402-390-2100) or your building principal.

Your Name: How Do You Prefer We Contact You?				
By Phone:				
By E-Mail:				
I'm a: Staff Member	Parent	Student	Community Member	Applicant

1. Describe in detail what happened, where, when, and who was involved, or describe the District program or activity about which you have a concern. (You may use as many sheets of paper as necessary).

2. Other than anyone you already listed above, provide the names of anyone who may have seen what happened or have information, and provide a brief description about what they may know:

- 3. If applicable, may we disclose your identity to the person(s) against whom you are filing this concern or complaint? Yes ____ No* ____ N/A____ *If you do not give consent, the District's ability to respond may be limited. The District will still attempt, to the extent possible, to investigate and take prompt and effective action to remediate concerns.
- 4. What would you like to see happen as a result of this report? What would you like the outcome to be?

5. Is there anything you'd like to add, that we haven't asked?

I understand that the District will take all necessary steps to prevent retaliation against anyone for having made a good faith report. Reports of retaliation will be investigated and strong responsive action will be taken if retaliation is found to have occurred.

Signature:_____ Date: _____