



Incident/Complaint Form

The purpose of the Incident/Complaint Form is to document any behaviors or incidents of concern on campus.

Step 1: Have you had an opportunity to discuss this matter with a representative from your student's site/program?

- Please select charter:**
- River Springs
 - Empire Springs
 - Inland Empire Springs
 - Harbor Springs
 - Citrus Springs
 - Vista Springs
 - Pacific Springs

Name of Person Completing Form:	
Date of Incident:	Date Form Completed:

Please write a description of what occurred. Be as specific (name(s), date(s), etc.) as possible. When finished, please sign and date this report and return it to a school administrator.

If more space is needed, please attach additional page(s).

What is the best phone number for the Principal to reach you (if needed):	
Signature:	Date:

Office Use Only Received By:	Date Received:
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