

PALISADES PARK SCHOOL DISTRICT

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**STEP #1- AFFIRMATIVE ACTION DISCRIMINATION AND/OR HARRASSMENT CO
REPORT**

**PLEASE NOTE THAT YOU ARE PROTECTED FROM RETALIATION BASED UPON
COMPLAINT.**

Location(s) of Incident(s): _____

Date of Incident(s): _____

Time of Incident(s): _____

Alleged Victims(s): _____

(Identify Name, Job Title, Student, Volunteer, Visitor. If a st
and sex.)

Accused: _____

(Identify Name, Job Title, Student, Volunteer, Visitor. If a st
and sex.)

Allegations:

Provide detailed description of what occurred or what failed to occur, including
comments and responses from both parties.

(As to each allegation, Who? What? Where? When? How?)

1. _____

2. _____

3. _____

4. _____

5. _____

(Add more pages if necessary)

• List of all persons who witnessed or otherwise have knowledge regarding what you c
complaint.

• What relief do you seek?

Prepared by: _____

Date: _____

Signature: _____

CO