

Complaint Form: *(Completion of this form is preferred but not required.)*

1. Report Information

Date of Report: _____ **Time Received:** _____

2. Complainant Information

Last Name: _____ **First Name:** _____ **Middle Name:** _____

Contact Information (Phone/Email): _____

3. Incident Information

Location of the Incident: _____

Date of Incident: _____

Time of Incident: _____

Others Involved (if applicable): _____

4. Alleged Misconduct: *(Please specify the policy, rule, or law allegedly violated, if known.)*

5. Narrative of Events: *(Please provide a detailed description of the incident. Include any relevant details such as actions taken, witnesses, and any supporting evidence.)*

6. Attestation: I affirm that the information provided in this complaint is true and correct to the best of my knowledge.

Signature: _____ **Date:** _____

Minnesota Data Practices Act Disclaimer

Under the **Minnesota Government Data Practices Act (MGDPA)**, data related to complaints and investigations involving students and staff may be classified as private or confidential. The school district is prohibited from disclosing any information regarding complaints, disciplinary actions, or investigations involving students and employees except as permitted by law. This means that while your complaint will be reviewed and addressed in accordance with school policies, the district **may not be able to provide you with updates on specific actions taken.**

For further details on data privacy and access to public data, please refer to **Minn. Stat. § 13.32 (Educational Data)**, **Minn. Stat. § 13.43 (Personnel Data)**, and **District Policy on Public and Private Data.**