**JICFA-EA ©**

EXHIBIT

**HAZING**

**(File with a school administrator, the administrator's
supervisor, or a professional staff member)
*Additional pages may be attached if more space is needed.***

**Please print:**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  During the hours of  \_\_\_\_\_\_\_\_\_\_\_\_\_

Another phone where you can be reached \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Report/Complaint:**

Specify your complaint by stating the problem as you see it.  Describe the incident, the participants, and the background to the incident.  Be sure to note relevant dates, times, and places.

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If there is anyone who could provide more information regarding this, please list name(s), address(es), and telephone number(s).

Name                                    Address                                  Telephone Number

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**The projected solution**

Indicate what you think can and should be done to solve the problem.  Be as specific as possible.

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***I certify that this information is correct to the best of my knowledge.***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Student                                                                       Date

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Administrator or professional staff member                                   Date initial complaint received
receiving initial complaint

The investigating administrator shall give one (1) copy to the complainant and retain one *(1) copy for the file.*