

HIB COMPLAINT Processing Checklist

School

Complainant

Accused

☐ HIB Complaint submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

☐ Email communication sent to building admin. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

☐ Investigation completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by

Date Name

☐ Findings letters sent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by

Date Name

☐ Documents received by HIB CO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date