

Monroe Public Schools
STUDENT CONCERNS

Your Name: _____

Today's Date: _____

In order for us to understand what happened, please be as specific as you can in giving information. The more information you can provide, the better we will be able to help you.

1. What are you reporting? (check one)

lost/stolen item

fight

harassment

classroom issue

classroom concern

2. Who else (if anyone) is involved?

3. Who may have been a witness, or be able to give additional information about the specific incident?

4. When did the specific event/situation happen? Give specific date and time if possible.

5. Where did the event/situation happen? Be specific (classroom, hall, lockerroom, etc.)

6. Please tell the story of what happened. Use as many details as possible. (If you need more space, use the back of this sheet or attach a piece of notebook paper.)
