



FLCC Standardized Complaint Form

1. Complaint Information

Name

Phone Number

Email

2. Dates and Times of Incident

Date(s)

Time(s)

3. Person(s) Involved – Complainant/Respondent

4. Detailed Description of Complaint or Incident

5. Witnesses

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6. Informal Resolution Attempts – Provide Details Including Dates and Methods

7. Requested Remedy

8. Support People (Optional)

Complainant Signature

Date