

This is NOT legal advice - so please use at your own discretion

Bold items need to be reviewed in particular, but an example of what could be said is:

Mr./Ms./Mrs. Principalname,

I would like to submit a formal complaint for your review and investigation regarding **School Employee**.

Details about why you're submitting this complaint...

Summary of wrongdoing... (example below)

School Employee Name:

- Did not report instances of bullying or harassment that I reported to her on multiple occasions. Per Act 697, which modifies RS 17:416.13 and adds RS 17:416.14, school personnel are mandated to report all reports of bullying or suspected bullying that have been reported to them. They must verbally report the instances to the school the same day they were reported. **School Employee** has failed to report these instances on several occasions.
- Failure to report is now punishable by suspension without pay per the Act mentioned above.
- Her failure to report now includes the school's failure to report by proxy. That duty falls on the principal or principal designee. This allowed harassment and bullying to continue.

Please confirm receipt of this message and update me with steps moving forward.

Thank you,

Yourfirstname Yourlastname

Your Phone Number with area code in (###) ###-#### format