

# Civil Rights Complaint Log

| Designated contact must allow any person to file a discrimination complaint and log the complaint |                             |                             |                  |                      |                                  |   |                             |       |
|---|-----------------------------|-----------------------------|------------------|----------------------|----------------------------------|---|-----------------------------|-------|
| Today's Date  | Verbal or written Complaint | Complainant: Name & Address | Telephone Number | Location of Incident | Basis for Alleged Discrimination | Information regarding the persons who may have knowledge of discriminatory action | Date (s) of alleged actions | Notes |
|   |                             |                             |                  |                      |                                  |   |                             |       |
|   |                             |                             |                  |                      |                                  |   |                             |       |
|   |                             |                             |                  |                      |                                  |   |                             |       |
|   |                             |                             |                  |                      |                                  |   |                             |       |
|   |                             |                             |                  |                      |                                  |   |                             |       |

“This institution is an equal opportunity provider.”