

**INSTRUCTIONS ON PREPARING A COMPLAINT
NDE INVESTIGATIONS OFFICE**

Please Type or Print.

- 1. If you are filing a Complaint against more than one person or school, a separate form should be used for each. If you have more than one complaint against the same person or school, you should use one form and describe each incident in the third paragraph. As the Complainant, your name and address must appear in the blanks at the top of the first page on the left hand side of the Complaint. Also your name, address, and telephone number should appear in the first paragraph.**
- 2. The person or school against whom a Complaint is filed is called the Respondent and the Respondent's name and address must appear at the top of the first page on the left hand side, below your name. Also list the Respondent's name, address, and telephone number, if known, in the second paragraph.**
- 3. In the third paragraph, please list the facts which you believe constitute a violation of the standards. Use additional sheets as necessary and number each page.**
- 4. In the fourth paragraph, list individually the full name, address, and telephone number of each witness able to testify as to the alleged incident.**
- 5. Your signature should appear after the fourth paragraph and you should sign the "verification" paragraph and have your signature notarized.**

If you have any questions, please telephone the Investigations Office at (402) 471-0730.

A blank complaint form is attached. You may type your own form. Detailed instructions for completion of the form are included in 92 NAC 43 (Nebraska Department of Education Rule 43).

Dated: 4/91

BEFORE THE COMMISSIONER OF EDUCATION
STATE OF NEBRASKA

(Name))	Case No. _____
)	(Leave Blank)
(Address))	
)	
)	
Complainant,)	
)	
vs.)	COMPLAINT
)	
(Name))	
)	
(Address))	
)	
)	
Respondent.)	

In accordance with Title 92, Chapter 43, of the Nebraska Administrative Code, the complainant states as follows:

1. The Complainant is _____
_____;
2. The Respondent is _____
_____;
3. _____

_____.

Complaint
Case No. _____
Page _____

4. Witness(es): _____

WHEREFORE, complainant requests that the Commissioner of Education investigate this complaint and take such action as is warranted, including the filing of a petition.

Dated this _____ day of _____, _____.

(Signature)
(If attorney for complainant, list address)

VERIFICATION

State of _____)
) ss
County of _____)

I, _____, being first duly sworn under oath, state that I have read the contents of the complaint and that to the best of my knowledge, information, and belief such contents are true and there is reasonable cause for filing said document.

(Signature of Complainant)

Subscribed and sworn before me this _____ day of _____,

_____, by _____.
(Name of Complainant)

(SEAL)

Notary Public