



Zohran K. Mamdani  
Mayor

Kamar H. Samuels  
Chancellor

## **Escalation Staff Assistance Request Form**

You may seek assistance from escalation staff to coordinate the completion of an open investigation of a complaint of student-to-student harassment, discrimination, intimidation and/or bullying (A-832 Complaint), including sexual harassment (A-831 Complaint) if:

- You believe school staff retaliated against you or your child for making a prior A-831 or A-832 Complaint at the same school; or
- Your child has been the victim of two or more A-831 or A-832 Complaints in the same school year that were determined to be material incidents (i.e., violations of Chancellor's Regulations A-831 or A-832); or
- You did not receive a Notice of Determination from the school within 10 school days of the school's receipt of the open A-831 or A-832 Complaint; or
- Your child as the victim, accused, and/or witness need additional help accessing support and interventions regarding an A-831 or A-832 Complaint reported to the school.

Please complete the form on page 2 and email it to the [Family Support Coordinator](#) for the superintendent that oversees your school. The list of superintendents and their Family Support Coordinators can be found on the Superintendents page of the DOE website. You can also find your Family Support Coordinator on your school's webpage, which can be located with the [Find A School tool](#).



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### **Student Information Last Name:**

First Name:

Middle Name:

Student ID # (if known):

Date of Birth (mm/dd/yyyy):

Home Address (House number, Street name, Apt. #, City, State, Zip): Home Phone Number:

Name of School:

### **Parent/Guardian Information Last Name:**

First: Name:

Relationship to Student:

Home Address (House number, Street name, Apt. #, City, State, Zip):

Home Phone Number:

Work Phone: Number:

Email Address:

### **Reason for Request (please check one)**

- School staff has retaliated against me or my child for a prior A-831 or A-832 Complaint at the same school
- My child has been the victim of two or more confirmed A-831 or A-832 Complaints in the same school year
- A-831 or A-832 complaint was reported to the school and the school did not issue a notice of determination within 10 school days of receipt of the complaint
- My child has been the victim, accused, and/or witness who needs additional help accessing supports and interventions regarding an A-831 or A-832 Complaint reported to the school

### **Additional Information. Please answer to the best of your ability.**

1. Identify and describe the Pending A-831 or A-832 complaint. Please provide OORS report, correspondence with the school or any other documentation of this complaint.



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2. Describe any prior A-831 or A-832 Complaints concerning the student, including dates, times and locations of incidents where available. Please provide any OORS reports, correspondence with the school or any other documentation of these complaints.
3. For Alleged Retaliation by School Staff, please provide additional information: i. Name(s) and title(s) of staff member(s) if known:
4. Details regarding the actions taken by the staff member(s) that you allege to be retaliatory, including dates, times and locations.
  - a. If you have reported the alleged retaliation to the principal or superintendent, provide the date and the name of the person to whom you reported your allegation of retaliation.