





What steps, if any, have you taken to resolve the complaint?

Four horizontal lines for writing the response.

Please list any staff, faculty or community members that were contacted or witnessed this matter:

Two columns of horizontal lines for listing names and dates.

What resolution or outcome, if any, are you seeking?

Four horizontal lines for writing the response.

By signing below, I certify that the above statements are true and accurate to the best of my knowledge.

Two horizontal lines for signature and date.

Mail completed form to Ho'okāko'o, P.O. Box 11685, Honolulu, HI 96828 or email [contact@hookakoo.org](mailto:contact@hookakoo.org). Call (808) 983-3835 for more information.

**For Official Use Only:**

Table with 2 columns and 5 rows for official use, including fields for Received By, Signature, HC Remarks, and Date.