



CONFIDENTIAL

Stage 1: Allegation Report Form

This form is to be used by the S/R Admission Practices Chairperson in monitoring the investigation of and response to any allegations of non-compliance with the Statement of Principles of Good Practice. Notations in the left column (e.g. "A.1." or "A.2.b.") refer to the relevant section of the Monitoring Procedures.

You must maintain absolute confidentiality with regard to the identity of both the accuser and the accused. Your S/R has now become the accuser in this case. The S/R AP Committee, S/R President, NACAC President, NACAC AP Chairperson, and NACAC CEO are the *only* individuals who should be aware of these identities. No conversations about the specifics of this case should take place outside of official and appropriate forums.

(A.1.) Allegation initially received by: _____ on _____
(Name) (Date)

Allegation made by: _____
(Name of individual or institution)

Allegation made against: _____
(Name of individual or institution)

_____ Date copy received by S/R President

_____ Date copy received by S/R AP Chairperson

Alleged violator is a member of your S/R: () Yes () No

Alleged violator is a member of NACAC: () Yes () No

If the answer to either question is "no", then all material should be forwarded directly to the CEO of NACAC.

(A.2.a.) _____ Date the accused informed of allegations by S/R AP Chairperson.
(Attach copy of letter to this form.)

(A.2.b.) _____ Specific section(s) of the Statement of Principles of Good Practice which appear to have been violated (include in letter).

Copies of this complaint should be attached to this page and mailed to the NACAC CEO immediately at this stage. The CEO will forward copies to the National AP Committee Chairperson and NACAC President.

Signature of S/R Admission Practices Chairperson

Date copy sent to NACAC CEO