CUMBERLAND REGIONAL COLLEGE

Intake Form for: Informal Process - Alleged Respondent

Address:	Location:	Date:		
Phone: (Home) (Business/College) Position: Dept./Program: The individual was: () advised about the role & obligation of the Counsellor or Immediate Supervisor () advised of the resolution option that the complainant wishes to use	Alleged Respondent	()M	ale () Female	
Position: Dept./Program: The individual was: () advised about the role & obligation of the Counsellor or Immediate Supervisor intake form () advised of the resolution option that the complainant wishes to use of confidentiality () advised that he/she has the right to have a support person Dept./Program:	Address:	Posta	l Code:	
The individual was: () advised about the role & obligation of the Counsellor or Immediate Supervisor intake form () advised of the resolution option that the complainant wishes to use of confidentiality () advised that he/she has the right to have a support person Summary of the response to the complaint. Describe the incidents leading to this	Phone: (Home)	(Busi	ness/College)	
() advised about the role & obligation of the Counsellor or Immediate Supervisor intake form () advised of the resolution option that the complainant wishes to use of confidentiality () advised that he/she has the right to have a support person () informed about the purpose & use of intake form () informed of the importance of confidentiality	Position:	Dept.	/Program:	
Counsellor or Immediate Supervisor intake form () advised of the resolution option that the complainant wishes to use into the importance of confidentiality () advised that he/she has the right to have a support person Summary of the response to the complaint. Describe the incidents leading to this	The individual was:			
complainant wishes to use of confidentiality () advised that he/she has the right to have a support person Summary of the response to the complaint. Describe the incidents leading to this				urpose & use oj
a support person Summary of the response to the complaint. Describe the incidents leading to this		on that the		rtance
• • • • • • • • • • • • • • • • • • • •		ight to have		
		_		ing to this
		_		ing to this
		_		ing to this
		_		ing to this
Approved by: Board Prepared by: Date Issued Reviewed/	report (to be filed by the Co	unsellor or Immediate	e Supervisor)	

have read and understand the informa	ation recorded above
nave read and understand the informi	uton recorded above.
Signature of individual/Date/Time	Signature of Counsellor or Immediate
Signature of individual/Date/Itme	Suparnison/Data/Time
	Supervisor/Date/Time

Approved by: Board	Prepared by:	Date Issued	Reviewed/Revised:	Page:
	Harassment Committee	November 23, 1999	June 25, 2002	27 of 29
			February 22, 2005	

Signature of Counsellor or Director of Development/Date/Time

Approved by: Board	Prepared by:	Date Issued	Reviewed/Revised:	Page:
	Harassment Committee	November 23, 1999	June 25, 2002	28 of 29
			February 22, 2005	