



COMPLAINANT INSTRUCTIONS:

1. Florida law requires any person who has reasonable cause to suspect that a child or vulnerable adult has been abused, abandoned, neglected or exploited to contact the Florida Abuse Hotline at 1-800-96-ABUSE or online at <http://www.dcf.state.fl.us/abuse/report/>. If your concern includes allegations of abuse or neglect of a child, immediately contact the Department of Children and Families before submitting this form to the Department of Education.
2. Fill in completely all information on the first page of this form. If you have further comments or supporting documents that substantiate the information you have given to us or may otherwise assist us in understanding the details of your complaint, please attach that information to this form.
3. Sign in the signature block below to affirm that your statement is true and complete to the best of your knowledge.
4. Return this form and all attached pages by mail to:

EARLY LEARNING COALITION OF ORANGE COUNTY
ATTN: CHIEF OF FAMILY SERVICES OR CHIEF OF PROVIDER SERVICES
7700 SOUTHLAND BLVD STE 100
ORLANDO, FL 32809
5. If you have any questions or concerns about completing this form, please contact the Early Learning Coalition of Orange County at 407-841-6607.

COMPLAINANT SIGNATURE:

Printed Name

Signature

Date