



Title IX Formal Complaint Form

PURPOSE: The purpose of the Title IX formal complaint process is to inform the School of allegations of sexual harassment, sexual violence and sex discrimination in violation of Title IX of the Education Amendments of 1972 ("Title IX") so that appropriate action may be taken.

INSTRUCTIONS: Individuals alleging Title IX sexual harassment and requesting a review are required to complete this form and submit it to the Title IX Coordinator as soon as possible after the occurrence of the alleged harassment.

1. Name of Complainant: _____

Home Address City/State Zip

Home Phone: _____ Grade: _____

2. Name of Respondent: _____

(Name of person who allegedly engaged in harassment)

3. Nature of Complaint: Please describe the action(s) you believe may be sexual harassment, including complaints of sexual violence, in violation of Title IX and identify with reasonable particularity any person(s) you believe may be responsible. Please attach additional sheets, if necessary:

4. When and where did the actions described above occur? _____

5. Are there any witnesses to this matter? Yes No

If yes, please identify the witness(es):

6. Did you discuss this matter with any of the witnesses identified in Item 5?

Yes No

If yes, please identify the person(s) to whom you have spoken: _____

Date: _____ Method of communication: _____

7. Have you spoken to any administrator(s) or other District staff member(s) about this matter?

If yes, please identify the person(s) to whom you have spoken: _____

Date: _____ Method of communication: _____

