

Formal Complaint of Sexual Harassment Under Title IX

Use of this form to file a formal complaint of sexual harassment under Title IX is not mandatory. Any document that is filed by a complainant with the Title IX Coordinator that: (1) alleges sexual harassment against a respondent; and (2) requests that the District investigate the allegation, will constitute a formal complaint. The filing of a formal complaint will result in the initiation of the District's formal complaint grievance process under Title IX.

A complainant is an individual who is alleged to be the victim of conduct that could constitute sexual harassment. In the case of a minor or an individual under guardianship, a parent/legal guardian may file a formal complaint on behalf of the complainant. Other third parties may not file a formal complaint on behalf of the complainant, with the exception of the Title IX Coordinator.

Complainant's Contact Information

A complainant is an individual who is alleged to be the victim of sexual harassment.

Name: _____

Email Address: _____

Mailing Address: _____

Phone Number: _____

If parent/guardian is filing on behalf of complainant, please also include the name and contact information of parent/guardian.

Parent/guardian name: _____

Email Address: _____

Mailing Address: _____

Phone Number: _____

Respondent's Contact Information, if known

A respondent is an individual who is reported to be the perpetrator of sexual harassment.

Name: _____

Email Address: _____

Mailing Address: _____

Phone Number: _____

Description of Conduct Alleged to Constitute Sexual Harassment

Please provide a detailed description of what occurred and, to the extent possible, include dates, times, locations, witnesses, and any other relevant evidence. If witness contact information is known, please provide that as well.

Request for an Investigation

In order to initiate the formal complaint grievance process under Title IX, a complainant (or parent/guardian) must affirmatively request an investigation of the sexual harassment allegations. Please indicate below whether you are requesting an investigation.

I am requesting an investigation by the District of the above allegation(s) of sexual harassment.

Yes No

Signature

Date of Signature

Printed Name