# FORMAL COMPLAINT FORM

*Formal complaints must be submitted by a complainant or the Title IX Coordinator. Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment. Respondent means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment. Formal Complaints must be filed with the Title IX Coordinator in accordance with board policy.*

**Complainant*** _____

**Respondent(s)*** _____

**Summary of Alleged Sexual Harassment (attach additional pages as needed)*** _____

_____

_____

_____

_____

_____

**Location of Alleged Sexual Harassment** _____

**Date(s) of Alleged Sexual Harassment** _____

**Other Individuals with Relevant Information or Knowledge**

_____

_____

**Do You Request an Investigation*** _____**Yes** _____**No**

_____ _____

*Signature of Complainant or Title IX Coordinator* Date

** Denotes a response which is required in order for the formal complaint to initiate the Title IX grievance procedures and investigatory process. All other fields are optional.*

*This Formal Complaint form is provided for the convenience of those who wish to submit a formal complaint alleging sex harassment under Title IX. However, complainants are not required to submit formal complaints using this form. A formal complaint is any document alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment which bears the complainant's physical or digital signature or other indicia that the complainant is the individual submitting the complaint and is submitted to the Title IX Coordinator in person, by mail, by electronic mail, by delivery to the contact information provided for the Title IX Coordinator, or by other designated method of delivery.*

*Individuals alleging discrimination which does not constitute sex harassment under Title IX should refer to the district's general complaint and nondiscrimination policies.*