

South Kitsap School District #402
SEXUAL HARASSMENT FORMAL ACTION REPORT
CONFIDENTIAL

Instructions: Many sexual harassment complaints can be processed at the Informal Action level and recorded on Forms 5275 "Initial Complaint Report", and 5275A "Informal Action Report." However, should the complainant or the district administrator/designee determine that the Formal Action process is necessary, then this Form 5275B "Formal Action Report" shall be completed by one of the following parties:

- Building/Department Administrator
- District's Title IX Officer
- Assistant Superintendent For Personnel and Labor Relations
- Superintendent Or Designee

Complainant Information

Name of Complainant: _____
Last *First* *MI*

Employee Position _____ Grade: _____

Student School/Dept. _____

Other Address _____
city/zip

Telephone (____) _____

Investigation Information

Specific acts, conditions, or circumstances: _____

At the conclusion of the data gathering and investigation, attach a detailed report of the following:

1. The alleged incident (event, date, time, location, witnesses, etc.)
2. A report of investigation activities and factual findings (who was interviewed, date, time, facts determined.)
3. Action taken to date to remedy.
4. A report of your findings and recommendations for responding to or remedying the situation.
5. The final report shall be submitted to the Superintendent.

Signature of Investigating Administrator: _____ Date _____

Complainant Decision:

- a)* I have received the District's report and **agree with the remedy.**
- OR*** *b)* I have received the District's report and **do not accept the remedy.**

Signature of Complainant: _____ Date _____

Distribution: **Original**-Investigating Administrator **Yellow**-Complainant **Pink**-Assistant Superintendent for Personnel and Labor Relations (Copy to Superintendent)