



NORWICH FREE ACADEMY

INFORMAL REPORT OF SEXUAL HARASSMENT FORM A

This form may be used by any individual who wishes to make a report of sexual harassment occurring in the District's education program and activities. Anonymous reports are permitted but may limit the District's ability to respond. A complainant (student or employee believing he/she is a victim of sexual harassment) may choose to file an informal report using this form or to file a formal complaint triggering a full investigation by completing District Form B. With or without a formal complaint, supportive measures will be offered to both a complainant and respondent (alleged perpetrator). Return this form to the District Title IX Coordinator(s) who may be contacted, as follows:

Clarence Cooper, Dean of Students, cooperc@nfaschool.org, 860-425-5790
Amy Labas, Dean of Students, labasa@nfaschool.org, 860-425-5780

Reporter's Name _____
Home Address _____
Name of School (if Student/Employee) _____
Home Phone _____ Work Phone _____ Cell Phone _____
Email address _____
Preferred method of contact _____
Date of Alleged Incident(s) _____
Alleged Victim's Name (if not the Reporter) _____
Name of Person(s) you believe engaged in Sexual Harassment _____

List any Witnesses that were Present/Have Knowledge

Where did the incident(s) occur? _____
Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used: any specific verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; what did you do to avoid the situation, etc. (Attach additional pages if necessary.)

I hereby certify that the information I have provided in this report is true, correct, and complete to the best of my knowledge and belief.

(Reporter's Signature) (Date)

All reports of sexual harassment will be responded to in accordance with Board Policy R5145.5/4118.112/4218.112 and its regulation.

Received By: _____
(Name) (Date)

Signature _____