

DISCRIMINATION/HARASSMENT COMPLAINT FORM

411-Exhibit
511-Exhibit

Name of person filing this complaint _____

Address _____
(Street) (City) (Zip)

Telephone _____
(Home) (School or Work Location)

Position of person filing complaint: _____ Student _____ Employee
_____ Parent _____ Other (*Specify*)

Name and position of person allegedly discriminated against (if other than person filing/harassed):

Address: _____

Telephone: _____

Statement of Complaint (Please: 1) specify the type of discrimination/harassment you are alleging (e.g., discrimination based on race) and/or the policy or action that you believe may be in violation of the law; 2) describe the specific incident(s) of discrimination/ harassment, including the date(s) of each incident(s); and 3) identify any person(s) involved in, or which you believe may be responsible for the incident(s), along with any witnesses to the incident(s):

If you believe that others are affected by the alleged discrimination/harassment, please provide their names and positions:

If you wish, please describe any corrective action you would like to be taken in response to this complaint:

Signature of person filing complaint: _____

Date complaint filed: _____

Signature of person receiving complaint: _____

Date complaint received: _____

If you need any assistance completing this form or filing this complaint, please request assistance from (insert name, position, address, office number, and telephone number).

Submit all copies of the complaint to the Equity Coordinator (Director of Human Resources) or his/her secretary. The person receiving the complaint will sign and date the complaint. One copy will be returned to the complainant, one copy will be sent to the school, department, or individual named as the responsible party and one copy will be retained by the Director of Human Resources.

DISTRIBUTION: 1st copy - Equity Coordinator
 2nd copy - School/department/individual named as responsible party
 3rd copy - Complainant

Approved: 10/9/89
Revised: March 1994
Revised: September 1995
 April 5 1999
 March 2002