

Longwood Central School District
Complaint Form
(print clearly)

Date submitted:

SECTION I

Name of Complainant (print)	Signature of Complainant
Complainant's Home Address	Complainant's Contact Info: Phone Number(s), e-mail
Street Address	Home: ()
City/Town, State	Cell: ()
Zip Code	E-mail:

Complainant's Role(s) in the School (check all that apply)

<input type="radio"/> Student Grade: _____ Age: _____	<input type="radio"/> District employee <input type="radio"/> Parent or guardian <input type="radio"/> Community member or other
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SECTION II

School Building Name/ Location	School Principal's Name/ Department Head

SECTION III

The Discrimination or Harassment is Based on Your: (check all that apply)

<input type="radio"/> Race <input type="radio"/> Color <input type="radio"/> Creed <input type="radio"/> Religion <input type="radio"/> Religious Practice <input type="radio"/> National Origin <input type="radio"/> Ethnic Group <input type="radio"/> Sex (includes sexual harassment and sexual violence) <input type="radio"/> Gender Identity <input type="radio"/> Sexual Orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality)	<input type="radio"/> Political Affiliation <input type="radio"/> Age <input type="radio"/> Marital Status <input type="radio"/> Military Status <input type="radio"/> Veteran Status <input type="radio"/> Disability <input type="radio"/> Weight (students) <input type="radio"/> Domestic Violence Victim Status <input type="radio"/> Arrest or Conviction Record <input type="radio"/> Genetic Information <input type="radio"/> Other (specify) _____
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SECTION IV

Date of first alleged incident of discrimination or harassment:

Name of the person(s) committing action(s) against complainant, if known:

Name(s):

Their job or role (if known):

Description of complaint or incident(s):

Witnesses, if any, or others who should be contacted with knowledge vital to this investigation (include contact information for each person):
-Use additional paper if necessary-

Name(s):

Contact Information:

Others you may have discussed this complaint or incident with, including contact information for each:

Name(s):

Contact Information:

SECTION V

If there are multiple instances of alleged discrimination or harassment, provide the dates, description of the incidents, and those involved, if any:
 Section does not apply

Name(s):

Their job or role (if known):

Description of incident(s) with dates:

Has this matter of discrimination or harassment been previously reported?

No

Yes Date:

Reported to (Name, Title/Job):

If yes, describe the outcome or resolution:

SECTION VI

Remedy, outcome or resolution sought by complainant:

When complete, forward to Dr. Robert M. Hagan, Assistant Superintendent of Human Resources or robert.hagan@longwoodcsd.org or to your Principal or the Department Head.