

**[Insert School District Name]
Discrimination/Harassment
Formal Complaint Form**

I, _____, am filing this formal complaint of sexual harassment. The basis for my formal complaint is as follows, please include in your description date, name of alleged offender, where incident(s) took place and as much detail as possible (please use an additional page if needed)

I am a (please circle): Student

Parent/Guardian of Student _____

The Title IX Coordinator has explained and I understand the following:

- The Title IX Coordinator will promptly review this complaint and will initiate an investigation if there is no basis for the complaint to be dismissed.
- If the complaint is dismissed, I will be notified and can appeal.
- A *Notice of Investigation* will be given to the alleged offender and me when the investigation.
- I can request to resolve this complaint through an Informal Resolution Process. The Informal Resolution Process has been explained to me and can only take place if the alleged offender and I both voluntarily agree to participate in that process.
- I can decide, at any time, to not proceed with this formal complaint by notifying the Title IX Coordinator in writing that I do not wish to proceed.
- Retaliation is prohibited. Please report any instances of retaliation to the Title IX Coordinator.

Student and/or Parent of Student

Date

As Title IX Coordinator, I am filing this formal complaint based on an incident reported to the School District by _____ on [insert date]. The incident report and any other additional relevant information are attached.

Title IX Coordinator

Date