



## Title IX Sexual Harassment Formal Complaint Form

This form is being submitted by:  Complainant  Title IX Coordinator

Complainant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### If the Complainant is a Student:

Date of Birth: \_\_\_\_\_ School Attending: \_\_\_\_\_ Grade: \_\_\_\_\_

### If the Complainant is an Employee:

Job Title: \_\_\_\_\_ Building: \_\_\_\_\_

### Complaint Details

Reporter's Name (if different than Complainant): \_\_\_\_\_

Reporter's Relationship to Complainant: \_\_\_\_\_

Reporter's Address: \_\_\_\_\_

Reporter's Phone: \_\_\_\_\_ Reporter's Email: \_\_\_\_\_

1. Describe the alleged violation of Walled Lake Consolidated School District's Title IX Sexual Harassment Policy that you are requesting the District to investigate. Please be specific. Describe the incident(s) and identify the individual(s) and potential witnesses involved. Describe or attach any evidence you believe is relevant. Attach additional pages if necessary.

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Walled Lake Consolidated Schools Educational Services Center

850 Ladd Road, Building D  
Walled Lake, MI 48390  
Phone: 248/956-2022  
Fax: 248/956-2120

2. Describe the date, time, and location(s) of the alleged incident(s).

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3. Describe your proposed resolution to address the alleged violation(s).

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**Complainant/Coordinator Signature**

**Date**

**Please submit this form to:**

Walled Lake Consolidated School District  
Assistant Superintendent of Human Resources  
Title IX Coordinator  
850 Ladd Road, Building D  
Walled Lake, MI 48390  
Phone: (248) 956-2022

*A person alleging discrimination on the basis of sex may file a complaint through Walled Lake Consolidated School District's grievance procedure. A complaint may also be filed at any time with the Office of Civil Rights (OCR), U.S. Department of Education, 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115. Filing a complaint with Walled Lake Consolidated School District is not a prerequisite to filing with OCR. For additional information about Walled Lake Consolidated School District's grievance procedure, please contact the Title IX Coordinator identified above.*