



Title IX Reporting Form

When to use this form:

1. If any complaint of sexual harassment or assault is made, whether by or against a student; OR
2. Even without a “complaint,” the new amendments impose an obligation on K-12 schools to investigate if they “know” regardless of whether there is a complaint:
 - A school has a responsibility to respond promptly and effectively. If a school knows or reasonably should know about sexual harassment or sexual violence that creates a hostile environment, the school must take immediate action to eliminate the sexual harassment or sexual violence, prevent its recurrence, and address its effects.
 - Even if a student or his or her parent does not want to file a complaint or does not request that the school take any action on the student’s behalf, if a school knows or reasonably should know about possible sexual harassment or sexual violence, it must promptly investigate to determine what occurred and then take appropriate steps to resolve the situation.

I. REPORTING OF TITLE IX COMPLAINT

Reporting Party Name: _____

Parent/legal guardian _____ Employee _____ Student _____ School Enrolled
_____ Other _____

Address: _____

Phone: _____ Cell: _____

Responding Party Name*: _____

Parent/legal guardian _____ Employee _____ Student _____ School Enrolled
_____ Other _____

Address: _____

