



# Greenville Independent School District

4004 Moulton St. Greenville, TX 75401 | 903.457.2500

## GREENVILLE ISD Title IX Discrimination Formal Complaint Form

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is a federal law that prohibits discrimination based on sex in educational institutions that receive federal financial assistance. When the form has been completed and signed by a Complainant or the Title IX Coordinator, the alleged sexual harassment will be investigated by the District. A copy of this completed form, as well as information about the District's Title IX grievance process (FFH – Regulation 2), will be provided to the Complainant and Respondent simultaneously.

- **Complainant:** An individual who is alleged to be the victim of sexual harassment.
- **Respondent:** An individual who is alleged to have engaged in sexual harassment.
- **Formal Complaint:** A document filed by a Complainant (or parent/guardian) or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation.

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### COMPLAINANT PERSONAL INFORMATION (Please Print):

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

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone Numbers: (Cell) \_\_\_\_\_ Work: \_\_\_\_\_

Student ID: \_\_\_\_\_ Campus: \_\_\_\_\_

Employee ID: \_\_\_\_\_ Job Title: \_\_\_\_\_

Employee's School/Office Location: \_\_\_\_\_

### TYPE OF COMPLAINT:

Discrimination based on: (Check all that apply)

- Sexual Harassment  Sexual Assault  Gender Based Harassment  Dating Violence  
 Stalking  Retaliation  Cyber Bullying  Other

Date Incident Occurred:

Earliest \_\_\_\_\_

Latest \_\_\_\_\_

Continuing Action

**RESPONDENT INFORMATION:** Please list the individual(s) alleged to have engaged in sexual harassment/prohibited conduct:

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

School/Department: \_\_\_\_\_

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

School/Department: \_\_\_\_\_

Revised 2020-11-09





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**Were there any witnesses to this matter?** (Please Circle) Yes No

If yes, please identify witnesses to the incident(s) or those who have knowledge of the incident(s). Please attach additional names if needed.

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

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

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

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

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

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

**Did you discuss this matter with any of the witnesses previously identified?** (Please circle)

Yes No

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Method of Communication: \_\_\_\_\_

**Please identify any administrators, District employees, or law enforcement agency to whom you have reported your concerns.**

Reported to (Name): \_\_\_\_\_ Date: \_\_\_\_\_

Describe how concerns were reported:

Results:

Reported to (Name): \_\_\_\_\_ Date: \_\_\_\_\_

Describe how concerns were reported:

Results:

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date

Complaint taken by:

\_\_\_\_\_  
Title IX Coordinator/designee

\_\_\_\_\_  
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