



## **TITLE IX COMPLAINT/INTAKE FORM**

*WPS is committed to addressing any violations of its policies, programs or practices that may be found to violate Title IX. To this end, even in instances where the alleged misconduct may be found to fall outside the formal parameters of Title IX and/or its complaint/grievance procedures WPS retains authority to investigate and determine the allegations under its varied disciplinary policies and procedures defined within the WPS Code of Conduct or by the State of Connecticut.*

### **A. BIOGRAPHIC INFORMATION:**

#### **Who may report an alleged Title IX violation?**

- *Any person may report sex or gender based discrimination, including sexual harassment or sexual misconduct,*
- *The person reporting a potential violation of Title IX does not have to be the alleged victim of conduct that could constitute sex or gender discrimination or sexual harassment or sexual misconduct*
- *An alleged Title IX violation can be reported by WPS student(s), Staff, Administrators, Parents/Guardians or others with knowledge of alleged incidents or discrimination*

#### **1. Name of person filing this complaint:**

- **First & Last Name:**
- **Address:**
- **City, State & Zip Code:**
- **Primary number:**
- **Email Address:**

#### **2. Name of person discriminated or Title IX misconduct occurred against (if other than person filing)**

- **First & Last Name:**
- **Address:**
- **City, State & Zip Code:**
- **Primary number:**
- **Email Address:**

### **B. TITLE IX ALLEGATIONS AND DESCRIPTION:**

#### **1. WPS Location(s) of Incident(s):**

**Note: To be Covered by WPS' practices and application of Title IX, where must the alleged incident(s) have to occur?**

*To be under the coverage or application of Title for WPS, the alleged incident(s) must have happened within an Education Program or Activity of WPS. For the purposes of this Title IX Grievance Procedures, a WPS "education program or activity" includes:*

- *Any on-WPS school/grounds or campus premises*
- *Any off-WPS premises that WPS has substantial control over*
- *Activity occurring within computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of the WPS's programs and/or activities over which the WPS has substantial control.*

#### **2. Date(s) of alleged discriminatory act(s) or misconduct under Title IX**

#### **3. Name(s) of each person(s) involved in the alleged discriminatory act or misconduct under Title IX.**

**4. General description of each alleged discriminatory act or misconduct under Title IX (Attach Additional Sheets if Necessary)**

**5. Names of any person(s) who were or may have been present and/or witnessed the each alleged discriminatory act or misconduct under Title IX**

**6. Do you have documents, photos, videos or written information that you think will help us to understand your complaint or circumstance? No Yes**

**If yes, please describe the documents or written information you have.**

**7. Have you complained about the allegations that you raise in this complaint to your school (school principal, administrator, guidance counselor or other staff member), law enforcement or another organization or agency? (If you have previously filed the same complaint, it does not mean this complaint will be rejected or not appropriately processed. We ask this only to know if there are other sources of information regarding the complaint and whether an internal Title IX investigation must potentially yield to other law enforcement agencies or other entities regarding the same matter) No Yes**

**If yes, please describe the other entities or agencies to which you may complained about the allegations.**

**C. REMEDIES: What would you like the institution to do as a result of your complaint? What potential remedies are you seeking?**

**D. Additional Information:**

**E. SIGNATURE AND ACKNOWLEDGEMENT**

I declare that the information provided above or through this intake process I it is true to the best of my knowledge and that I am the person named above as the filing party. If the complaint is filed by a parent or legal guardian on behalf of a minor child/individual, that I am that person's parent or legal guardian. I further declare and acknowledge the e-signature below is representative of an in-person signature to this document.

**Signature:**

**Date:**