



**TITLE IX SEXUAL HARASSMENT COMPLAINT FORM**

1-203, 1-203.A, 1-202, 1-202.A

Kyrene Elementary School District ("the District") complies with federal and state laws prohibiting unlawful discrimination based on race, color, national origin, sex, disability and age in its programs and activities. Any person that believes they have been harassed or discriminated against based on his/her sex can file a complaint under this procedure by contacting the District's Title IX Coordinator as follows:

Lisa Gibson, Title IX Coordinator  
Assistant Superintendent of Talent Management  
8700 S. Kyrene Road  
Tempe, Arizona 85284  
Phone: 480-541-1308

E-mail address: [lisagibson@kyrene.org](mailto:lisagibson@kyrene.org)

**Date:**

**Complainant Name:**

**Address:**

**Telephone:**

**Respondent Name:**

1. Describe the alleged sexual harassment in specific terms (attach additional pages if necessary). Include:
  - a. The specific incident or activity that is alleged to be in violation of Title IX
  - b. The name of all individuals involved
  - c. Dates, times, and locations involved

2. Describe any relevant communication that has already occurred to address the issue. Please specify the types of communication, dates of communication, and names of individuals with whom any communication has occurred.

3. Do you want this Complaint to be formally investigated by an assigned investigator and decision maker? (Please refer to Policy 1-203 and 1-203.A) for detailed information on the Title IX process)

**Yes**                      **No**

If you have answered "NO" above, please check the statement below that best applies:

I do not want a formal Title IX investigation, but I would like to pursue an informal resolution process with an assigned facilitator. With an informal resolution, all parties involved will receive a Written Notice of Complaint either by email or certified mail, and the Resolution Notice, prior to the facilitator meeting with the complainant and Respondent. NOTE: This process is entirely voluntary and either party may choose to switch to a formal investigation process at any time.

I do not want a Title IX formal investigation and I would like administration at the school site to investigate the allegation and follow the Kyrene disciplinary process for any allegations (other than sexual harassment) that are found to be substantiated.

In addition, I would like to speak to the Title IX Coordinator.

I certify this complaint is correct and accurate to the best of my knowledge.

**Signature of Complainant**

**Date**

***PLEASE RETURN or SUBMIT THIS FORM  
TO THE TITLE IX COORDINATOR***