



Eden Central School District  
 8289 N. Main St.  
 Eden, NY 14057  
 716-992-3630

## TITLE IX FORMAL COMPLAINT PROCEDURE FORM (Students and Employees)

A Formal Complaint is required to begin an investigation on the Policy on Sexual Harassment, Sexual Assault, Dating and Domestic Violence, and Stalking ("Policy").

Prior to completing this form, a representative will:

1. Discuss the availability of Supportive Measures with or without filing of a formal complaint;
2. Explain the process for filing a formal complaint; and
3. Review the investigation, hearings, and appeals process associated with the Policy.

### Definitions:

"Prohibited Conduct" is defined as Sexual Harassment (including Sexual Assault, Domestic Violence, Dating Violence, and Stalking), Sexual Exploitation, and Retaliation.

The "Complainant" means an individual who is alleged to be the victim of conduct that could constitute Prohibited Conduct, regardless of whether that person makes a report or seeks action under this Policy.

The "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute Prohibited Conduct.

Name of Complainant _____				
Department _____			School/Building _____	
Phone Number _____		E-mail _____		
Status of Complainant	<input type="checkbox"/> Staff	<input type="checkbox"/> Faculty	<input type="checkbox"/> Student	<input type="checkbox"/> Other _____
Type of Complaint	<input type="checkbox"/> Formal		<input type="checkbox"/> Informal	
Name of Respondent(s) _____				
Department _____			School/Building _____	
Status of Respondent(s)	<input type="checkbox"/> Staff	<input type="checkbox"/> Faculty	<input type="checkbox"/> Student	<input type="checkbox"/> Other _____
Relationship of Respondent(s) to Complainant				
<input type="checkbox"/> Coworker	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Client/Customer	<input type="checkbox"/> Faculty	<input type="checkbox"/> Student
<input type="checkbox"/> Other: _____				

