



Westlake Academy

TITLE XI FORMAL COMPLAINT FORM

PURPOSE: The purpose of the Title IX formal complaint process is to inform the District of allegations of sexual harassment, sexual violence and sex discrimination in violation of Title IX of the Education Amendments of 1972 ("Title IX") so that the District may take appropriate action.

INSTRUCTIONS: Individuals alleging Title IX sexual harassment and requesting a review are required to complete this form and submit it to the Title IX Coordinator as soon as possible after the occurrence of the alleged harassment.

1. **Name of Complainant:** _____

Home Address	City/State/Zip	Home Phone
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School: _____ **Grade:** _____

2. **Name of Respondent:** _____

3. **Nature of Grievance:** Please describe the action(s) you believe may be sexual harassment, including complaints of sexual violence, in violation of Title IX and identify with reasonable particularity any person(s) you believe may be responsible. Please attach additional sheets, if necessary:

4. **When did the actions described above occur?**

5. **Are there any witnesses to this matter? (Please check)** **Yes** **No**
If yes, please identify the witnesses:

6. **Did you discuss this matter with any of the witnesses identified in Item 5?**
(Please check) **Yes** **No**

If yes, please identify:

Person to whom you have spoken: _____ **Date:** _____

Method of communication:

7. Have you spoken to any administrator(s) or other District staff member(s) about this matter? (Please check) Yes No

If yes, please identify:

Person to whom you have spoken: _____ Date: _____

Method of communication:

8. Please describe below or attach any sources of information that you feel are relevant to your complaint:

I certify that the foregoing information is true and correct.

Print Name

Signature

Date