

Sexual Harassment Reporting Form

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Directions: This form can be completed and sent to a Title IX Coordinator below to initiate the Title IX grievance process, as described in [Board policy 2266](#). Alternatively, you may [complete this Google Form](#) and/or reach out to a District Title IX Coordinator to discuss your concerns regarding alleged sexual harassment. (This form is not required to initiate the Title IX process; it is just a reporting option for those who wish to make a report.)

Title IX Coordinators and their contact information are as follows:

Sean Patton Compliance Officer (216) 320-2188 2155 Miramar Boulevard University Heights, OH 44118 s_patton@chuh.org	Toia Robinson Student Services Coordinator (216) 320-2182 2155 Miramar Boulevard University Heights, OH 44118 t_robinson@chuh.org
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Please note, if your report involves allegations of sexual harassment by or involving the Title IX Coordinator(s), please contact the Superintendent, who will designate another person to serve in place of the Title IX Coordinator for the limited purpose of implementing the grievance process and procedures with respect to that matter. The Superintendent's contact information is as follows:

Elizabeth Kirby
Superintendent, CH-UH City School District
(216) 371-7171
2155 Miramar Boulevard University Heights, OH 44118
e_kirby@chuh.org

As the *complainant*, by completing and submitting this "Title IX Reporting Form", you are alleging sexual harassment against a *respondent* and requesting that the District

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initiate its Title IX grievance process, per Board of Education Policy 2266, regarding the allegation of sexual harassment.

Today's Date

Name of Complainant

Complainant's School of Attendance
(If applicable)

Name of Respondent(s)

Respondent's School of Attendance
(If known, or if applicable)

The date when the alleged incident occurred

The time when the alleged incident occurred

The location where the alleged incident occurred

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Section I

Description of the Incident

Be specific as possible and refer to the respondent(s) by name (first and last name), and include the full names (first and last names) of witness(es), if there were witness(es) to the alleged sexual harassment.

Additional evidence that is believed to be relevant to your allegations, including but not limited to audio or visual media, text messages, voicemail(s), emails, etc.

Name of person submitting this form.

Contact information for the person submitting this form.
