West Irondequoit Central School District

3170F

Complaint/Report Form
Discrimination and/or Harassment

This form will serve both as a cover sheet and a summary of the progress of the complaint/report through its stages. Copies will be shared with the complainant/person reporting at each stage.

Stage 1: Building/Program Level

Directions: If you believe you have been the victim of discrimination and/or harassment, (or know of a situation of discrimination or harassment) please complete this form and submit it to an appropriate District Official: principal, supervisor, or Civil Rights Compliance Officer. If you prefer, you may also submit your complaint verbally. Students may seek help from any trusted staff member. The District will follow the procedures of Regulation 3170R for investigating and resolving complaints or reports of discrimination and/or harassment. You will be given a copy of this procedure.

Your Name: _____ Date of complaint: _____

Student: Grade_____ Phone _____ **Staff**: Position _____ Phone_____

Please explain the basis for this complaint or report. Give names, dates, and details of the incident or situation you are writing about. Also, give the names of any witnesses. Please be thorough—attach extra sheets if needed.

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Signature of Complainant/Person Reporting: _____

Received by: _____ _____Date: _____

(District Position) (Signature)

Reviewed: 06-16-16 ; 03-11-25
06-16-16 Change in form number from 1430F to 1430R