

SEXUAL HARASSMENT INITIAL COMPLAINT REPORT

Instructions: An individual who believes he or she has been sexually harassed or has witnessed sexual harassment is strongly encouraged to complete this Initial Complaint Report and submit it to a District administrator or other employee regardless of the severity of the issue. The individual may seek assistance in deciding whether to complete a report by discussing the situation with a District administrator or another District employee.

Today's Date: _____

COMPLAINANT INFORMATION

Complainant Name: (Please Print) _____

School/work location _____

Complainant Address _____

City/Zip _____

Phone number (including area code) _____

Statement of Complaint: List below the nature of the complaint, being as specific as possible in stating what occurred, dates, locations, witnesses, verbal comments, or physical contacts made, etc.

List the names of any individuals the complainant spoke with about the incident(s):

What efforts, if any, have been taken to date to remedy the situation?

What remedy does the complainant now seek?

Received by: _____

*Signature of District Employee/Administrator**Date***District Employee or Administrator Instructions**

Step 1: Read the District's sexual harassment policies and procedures, 3205, and 5011. Encourage the individual to complete this Initial Complaint Report. Most situations are first processed at the Informal Complaint level. The District employee or Administrator receiving the complaint must complete Form 5011A, "Sexual Harassment Informal Action Report." Only a District Administrator or trained designee can continue the process. **If this situation can be remedied at the Informal Complaint level, the District Administrator or designee will record the action taken on Form 5011A, distribute copies as indicated below, keep a copy of the report at the building level, and forward a copy to Human Resources.**

Step 2: If after initial review, or upon immediate judgment, the District representative determines that the Formal Complaint process is necessary, the District Administrator/designee will complete the appropriate sections of Form 5011A and make immediate contact with the District's Title IX Officer or Executive Director of Human Resources.

Distribution: Original-District Administrator/Building **Copies to:** Complainant (if appropriate) and Title IX Officer (Executive Director of HR)