

SEXUAL HARASSMENT FORMAL ACTION REPORT

Instructions: Many sexual harassment complaints can be processed at the Informal Action level and recorded on Forms 5011 "Initial Complaint Report", and 5011A "Informal Action Report." However, should the complainant or the district administrator/designee determine that the Formal Action process is necessary, then this Form 5011B "Formal Action Report" shall be completed by one of the following parties:

- Building/Department Administrator
- District's Title IX Officer
- Executive Director of Human Resources
- Superintendent Or Designee

Today's Date: _____

Complainant(s)/Observer(s) – Please print: Employee Student Other

Name: _____

Position: _____ Grade: _____

Address: _____ Phone: _____

Investigative Information

Specific acts, conditions, or circumstances: _____

At the conclusion of the data gathering and investigation, attach a detailed report of the following:

1. The alleged incident (event, date, time, location, witnesses, etc.).
2. A report of investigation activities and factual findings (who was interviewed, date, time, facts determined).
3. Action taken to the date of remedy.
4. A report of your findings and recommendations for responding to or remedying the situation.
5. The final report shall be submitted to the Superintendent.

Signature of Investigative Administrator: _____ Date: _____

Complainant Decision:

- a) I have received the District's report and **agree with the remedy.**
b) I have received the District's report and **do not accept the remedy.**

Signature of Complainant: _____ Date: _____

Distribution: Original – Investigating Administrator **Copies to:** Complainant (if appropriate) and Title IX Officer (Executive Director of HR)