Clayton County Public Schools
Department of Equity and Compliance
1058 Fifth Avenue • Jonesboro, Georgia 30236 • (770) 473-2700

DR. DOUGLAS HENDRIX SR.
Superintendent/CEO of Schools

DAMARIS GARRETT
Chief of Equity and Compliance

SEXUAL HARASSMENT REPORTING FORM

The Clayton County Public Schools (CCPS) prohibits discrimination on the basis of sex in any educational program or activity. If you believe you and/or another individual has been subjected to sexual harassment, please complete this form or submit a letter with the same information.

By filling out this form, you are notifying the CCPS Title IX Coordinator of an initial report of sexual harassment, sexual assault, dating violence, domestic violence, and/or stalking. **This is NOT a formal complaint and may not initiate an investigation. Upon receipt of this report, the complainant (the person alleged to have experienced the conduct, whether the individual filling out this form or another individual) will be contacted by the CCPS Title IX Coordinator. The complainant will be presented with information regarding the Title IX processes and the choices available, including supportive measures as appropriate.**

An anonymous report can be made by completing this form without sharing reporter's name and contact information. Please note anonymous reports may be difficult to investigate, and depending on the information provided, the District's ability to respond may be limited.

This form **does not** constitute filing a criminal complaint with the police. To file a report with CCPS Department of Safety and Security, please contact: (678) 479-2650 or CriminalInvestigationsDivision@clayton.k12.ga.us

For additional information or questions, please contact CCPS Title IX Coordinator via the contact information included at the end of this form.

Please write legibly/ write on back or attach extra paper if necessary

Name of person making complaint: _____

Are you a _____ Student _____ Parent/Guardian _____ CCPS Employee

Other (describe) _____

Home Phone _____ Cell Phone _____

E-mail _____

Home Address: _____

Incident Date/Time, if known: _____

Where did the incident occur? _____

Are you the complainant (the person alleged to have experienced the harassing conduct):

Yes _____

No _____

If you answered "No", because you are reporting for another person, please name that individual(s) below:

Name(s): _____

Is this person a _____ School System Employee or _____ Student

Name of person(s) you believe harassed you or another person:

_____

Is this person a: _____ School System Employee or _____ Student

Please provide a narrative with your description of the information you would like to share. If possible, please include details such as: where, when, who, and what happened. (if written, please use additional sheets, as necessary)

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Please list any persons whom we may contact for additional information to support or clarify your report:

Name	Address	Telephone

Documents: You have the **option** to provide with this form any supporting documentation relevant to this report.

Reporter signature Date

Report Received by Date

Please submit to Clayton County Public School District, Title IX Coordinator by mail, email, phone, fax or in person:

Latasha Lowe
1058 Fifth Avenue, Jonesboro, GA 30236
Phone (770) 473-2700, Fax (770) 472-8471
latasha.lowe@clayton.k12.ga.us

Please Note: This form is not reviewed after business hours or during scheduled holidays or breaks

Office Hours: Monday – Friday, 8 a.m. – 5 p.m.