Formal Complaint Filing Form:

Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in a District education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail. A formal complaint may include a document or electronic submission (such as email) including the complainant's physical or digital signature, or otherwise indicating that the complainant is the person filing the formal complaint. A formal complaint may be filed directly by the complainant or by the parent of a minor student. If signed by the Title IX coordinator, he/she is not the complainant.

I, _____ (complainant name/parent name of minor student) wish to file a formal complaint of sexual harassment on behalf of:

- ☐ Myself
- ☐ Student Name _____ (if filed by parent)

By filing this formal complaint, I am requesting that the District open a Title IX investigation through its Title IX Complaint Procedures, available for review at:

https://resources.finalsite.net/images/v1794428728/claytonk12gaus/yyyxhnsnvy3vdz2nosse/TitleIX-GrievanceProcedures-Final05-26-2021tobeupdated11-11-2026.pdf

Please indicate the following statement that is correct:

- ☐ A "Sexual Harassment Reporting Form" has previously been filed including all information I wish to share at this time regarding this complaint.
- ☐ A "Sexual Harassment Reporting Form" has previously been filed. I am providing additional information, which may include narrative, evidence, witness names or other information or documents that you wish to share. It is attached to this form or electronic submission.
- ☐ This is the first written complaint regarding this matter and I have included a completed "Sexual Harassment Form" or other narrative/document attached detailing the sexual harassment allegations. *

*If you wish to use the CCPS Sexual Harassment Reporting Form, it is available at: https://resources.finalsite.net/images/v1793387739/claytonk12gaus/cy8ojyj3zpt85yftskm5/SexualHarassmentReportingForm9-22-26.pdf

Signature:

_____ _____

Signature of Complainant/Parent of Minor/Title IX Coordinator Date

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This Complaint may be filed by delivery in person, U.S. mail or electronic mail to Title IX Coordinator:

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