

FORMAL COMPLAINT

[To be completed either by the Complainant or Title IX Coordinator ONLY]

A. If Complaint is being Filed by the Complainant

I, [NAME], am a [student/employee] at [SCHOOL NAME]. I am reporting the following instance[s] of sexual harassment.

[Describe alleged harassment, including name(s) of respondent(s), date, time, and place of harassment, and other pertinent details (including impact of harassment)].

By signing below, I hereby acknowledge the following:

1. I have reviewed and understand [SCHOOL/DISTRICT] Policy Number [NUMBER], and the accompanying grievance process. I understand the steps of the grievance process.
2. I understand that all parties, including the respondent(s) I have named above, will be notified of the allegations in my complaint, and that the notification will identify me by name as the complainant.
3. I understand that I will be interviewed as part of an investigation, which will be undertaken by a neutral individual other than the Title IX Coordinator. I will be notified of this interview with sufficient time to prepare.
4. I understand that I have the right to an advisor of my choice, and that my advisor may be present at any interviews, meetings, or hearings that I attend.
5. I understand that I will have the opportunity to present witnesses and evidence to the investigator, and that my advisor and I will have the opportunity to review all evidence and respond, in writing, before the investigator completes the investigation report.
6. I understand that my advisor and I will have the opportunity to review and respond to the investigation report in writing, and that our response will be reviewed by a neutral decision-maker, who is neither the Title IX Coordinator nor the investigator, prior to any decision being made.

7. I understand that my advisor will have the opportunity to ask relevant written questions of any other party or witness after the investigation report is completed but prior to any decision being made.
8. I understand that any opportunities made available to me during the grievance process will be made equally available to the respondent(s), including the opportunity to have an advisor and the opportunity to ask relevant written questions of me, prior to any decision being made.
9. I understand that my Complaint must be dismissed if
 - a. The conduct alleged above, even if proven, does not meet the definition of sexual harassment in Policy [NUMBER];
 - b. The conduct alleged above did not occur in the [School/District]'s education program or activity; or
 - c. The conduct alleged above occurred while I was not in the United States of America.
10. I understand that my Complaint may be dismissed if
 - a. I notify the Title IX Coordinator, in writing, that I would like to withdraw the Complaint.
 - b. The respondent named above is no longer enrolled in or employed by the [School/District]; or
 - c. Specific circumstances prevent the [School/District] from gathering evidence sufficient to reach a determination as to the Complaint.

Having reviewed and fully understanding the foregoing, I am hereby asking [SCHOOL/DISTRICT] to investigate the allegations of sexual harassment documented above in my formal complaint.

Signature

Date

Print Name

B. If Complaint is being Filed by the Title IX Coordinator

I, [NAME], am the Title IX Coordinator for the [School/District]. I became aware of this Complaint on [date] by [explain how Complaint was brought to Title IX Coordinator]. The facts of the Complaint are as follows:

[Describe allegations, including names of parties if known, date, time, and place of alleged harassment, and other relevant facts]

Based on my knowledge and training, I believe that this allegation if proven, would fall under the definition of sexual harassment in Policy [522], because [*line allegations up with definition*].

[I have met with the complainant, [NAME], regarding the above. The complainant has indicated that [he/she/they] [is/are] not interested in filing a formal complaint.] [OR] [I have not met with the complainant referenced above because [state reason – they cannot be located, they have avoided the Title IX Coordinator, etc.]]. Nevertheless, based on my training and expertise, I believe that the conduct described above, if proven, would be sufficiently severe and damaging enough that an investigation and formal resolution is warranted.

I am therefore hereby asking the [School/District] to investigate the above allegations of sexual harassment

Signature

Date

Print Name