

**Document 13 – Title IX Formal Complaint Form**

**TITLE IX SEX DISCRIMINATION FORMAL COMPLAINT FORM**

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is a federal law that prohibits discrimination based on sex in the programs or activities of educational institutions which receive federal financial assistance. **When this form has been completed and signed by you, the Title IX Coordinator, or their Designee, the District has received the complaint.** Once a formal complaint is on file with the District, the District must provide the names of all known parties to the alleged perpetrator (respondents) and the details of the allegations. If you require further assistance, contact the Title IX Coordinator using the contact information available on the District’s website.

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**Who is Filing the Complaint?**

Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Affiliation with District:  Student  Employee  Parent  Volunteer  
 Other (Describe: \_\_\_\_\_)  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Student/Employee ID \_\_\_\_\_

**Who is the Alleged Victim (“Complainant”)?**

Is Reporting Party Alleged Victim?:  Yes  No. If no, complete info about the alleged victim:  
Alleged Victim’s Name(s): \_\_\_\_\_ Grade(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(if \_\_\_\_\_  
students) \_\_\_\_\_  
Affiliation with District:  Student  Employee  Parent  Volunteer  
 Other (Describe: \_\_\_\_\_)  
Minor(s)?  Yes  No  
School: \_\_\_\_\_  
Student ID: \_\_\_\_\_

**Who is the Alleged Perpetrator (“Respondent”)?**

Alleged Perpetrator’s Name(s): \_\_\_\_\_ Grade(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(if \_\_\_\_\_  
students) \_\_\_\_\_  
Affiliation with District:  Student  Employee  Parent  Volunteer  
 Other (Describe: \_\_\_\_\_)  
Minor(s)?  Yes  No

**Part IV: Allegations**

What is Alleged \_\_\_\_\_  
to have happened? \_\_\_\_\_  
(Use additional pages \_\_\_\_\_  
if necessary) \_\_\_\_\_  
\_\_\_\_\_

When Did Conduct First Happen? \_\_\_\_\_  
Did It Happen More Than Once?  Yes  No. If yes, provide known dates.  
\_\_\_\_\_  
\_\_\_\_\_

