

Title IX Sexual Harassment 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 the sex of students in educational institutions that receive federal financial assistance. Sexual harassment is one type of sex discrimination. The District will begin an alleged sexual harassment investigation when the Complainant or Title IX Coordinator completes and signs this form.

If you believe you or your child have been the victim of sexual harassment while participating in, or attempting to participate in, and education program or activity of the District, complete this form and submit it to your school principal or the District’s Title IX Coordinator at melissa.flores@jordandistrict.org or in person/mail to 7387 S. Campus View Drive, West Jordan, UT 84084.

The following defined terms are used in this form:

- **Complainant:** A student or other person participating in, or attempting to participate in, an education program or activity who is alleged to be the victim of conduct that could constitute sexual harassment.
- **Respondent:** An individual who is alleged to be the perpetrator of conduct that could constitute sexual harassment.
- **Formal Complaint:** A document filed by a Complainant (or parent/guardian) or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation.

Please note that current federal Title IX regulations require both the Complainant and the Respondent receive a copy of this completed form as well as access to evidence gathered during the investigation.

COMPLAINANT PERSONAL INFORMATION:

Name: _____ Grade: _____

Student ID: _____ School: _____

Parent/Guardian Name: _____

Telephone: _____ Email: _____

Please list the date(s) the alleged sexual harassment occurred:

RESPONDENT INFORMATION | List the individual(s) alleged to have engaged in sexual harassment (attach additional sheets if needed):

Name: _____

School: _____

Name: _____

School: _____

Informal Resolution: Are you interested in the District’s voluntary informal resolution process? The voluntary informal resolution process may encompass a broad range of conflict resolution strategies, including, but not limited to, mediation and/or restorative practices. A specially trained District employee will guide the process.

Yes No

Nature of Complaint: Please specifically describe the sexual harassment allegations against the Respondent. Include how the Respondent(s) sexually harassed you, when and where the alleged sexual harassment occurred, and a description of the behavior, comments, or incidents that caused you to file your complaint, i.e. Who, What, When, and Where.

Please attach additional sheets, if necessary.

Did anyone else witness (see or hear) the alleged sexual harassment? Yes No

Do you know of anyone else with information about the alleged sexual harassment? Yes No

If yes, please identify. Please attach additional names if needed.

Name: _____ Relationship to you: _____

Name: _____ Relationship to you: _____

Name: _____ Relationship to you: _____

Name: _____ Relationship to you: _____

Have you talked about the alleged sexual harassment with any of the witnesses previously identified or any other person? Yes No

Name: _____ Date: _____

Method of communication: _____

Name: _____ Date: _____

Method of communication: _____

Please identify any District employee or law enforcement agency/officer to whom you have previously reported these allegations:

Reported to (Name): _____ Date: _____

Describe how the allegations were reported: _____

Results: _____

Reported to (Name): _____ Date: _____

Describe how the allegations were reported: _____

Results: _____

List any evidence that you believe is relevant to the allegations. This could include audio/video recordings, email, text messages or other social media posts:

Describe the outcome or remedy you seek for this complaint:

I certify the information I have provided in this form is true and correct, and request resolution as follows.

Resolution Requested: Informal Resolution Formal Resolution (Investigation)

Signature of Complainant/Student

Date

Signature of Parent, if Complainant is a student

Date

Complaint taken by:

School Principal/Title IX Coordinator or designee

Date