

Title IX Sexual Harassment Discrimination Formal Complaint Form



CONROE
INDEPENDENT
SCHOOL DISTRICT

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. The District will begin an alleged sexual harassment investigation when the Complainant or Title IX Coordinator completes and signs this form.

If you believe that you or your child have been the victim of sexual harassment, complete this form and submit it to your campus principal or the District's Title IX Coordinator at TitleIX@conroeisd.net or in person/mail to 3205 W. Davis, Conroe, TX 77304.

The following defined terms are used in this form:

- **Complainant:** A student who is alleged to be the victim of sexual harassment.
- **Respondent:** A student who is alleged to be the perpetrator of 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 federal law requires that 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: _____ Campus: _____

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:

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 or restorative justice. A specially trained District employee called a Facilitator guides the process.

(Please Circle) Yes or 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.

Were there any witnesses to the alleged sexual harassment? (Please Circle) Yes or No

If yes, please identify witnesses to the incident(s) or those who have knowledge of the incident(s). Please attach additional names if needed.

Name: _____ Relationship to you: _____

Name: _____ Relationship to you: _____

Name: _____ Relationship to you: _____

Name: _____ Relationship to you: _____

Did you discuss the alleged sexual harassment with any of the witnesses previously identified or any other person? (Please Circle) Yes or No

Name: _____ Date: _____

Method of communication: _____

Name: _____ Date: _____

Method of communication: _____

Please identify any administrators, District employee, or law enforcement agency 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.

Signature of Student/Parent

Date

Complaint taken by:

Campus Administrator/Title IX Coordinator or designee

Date