

**Formal Complaint Sexual Harassment**

(This form is only to be filled out AFTER the "Possible Sexual Harassment Complaint is filled out and signed.)

Date: \_\_\_\_\_

For secure file at \_\_\_\_\_ (School/MCS)

Complainant's name: \_\_\_\_\_

Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Gender: \_\_\_\_\_ Race: \_\_\_\_\_

Respondent's name: \_\_\_\_\_

Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Gender: \_\_\_\_\_ Race: \_\_\_\_\_

Witness: \_\_\_\_\_

Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Gender: \_\_\_\_\_ Race: \_\_\_\_\_

Witness: \_\_\_\_\_

Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Gender: \_\_\_\_\_ Race: \_\_\_\_\_

(Use additional paper to identify any additional witness if needed)

Date of Incident(s): \_\_\_\_\_ Location(s): \_\_\_\_\_

Police report filed or PRO/SRO notified \_\_\_\_\_ Complainant parent contacted \_\_\_\_\_ DHHR notified \_\_\_\_\_

The alleged conduct qualifies as Sexual Harassment as:

1. "Quid Pro Quo"
2. Unwelcome conduct of a sexual nature is severe, pervasive, and objectionable offensive as to deny complainant equal access to education or activity; OR
3. Sexually assault/dating violence/domestic violence/stalking

Explain how the alleged conduct falls into one of the above prongs of the sexual harassment definition: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Use additional paper if needed)

I state that the foregoing information is true and correct, and I understand that there will be consequences for intentionally providing false information.

\_\_\_\_\_  
Signature of Complainant/parent/Title IX Team Member

\_\_\_\_\_  
Signature of Title IX team member completing form