

**Series 3000: Operation, Finance, and Property**

**3100 General Operations**

**3115-F-1 Discrimination, Harassment, and Retaliation Complaint Form**

**District Letterhead**

This form is being submitted by: \_\_\_\_\_

Complainant Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**If the Complainant is a student:**

Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

School Building Attending: \_\_\_\_\_

**If the Complainant is an employee:**

Job Title: \_\_\_\_\_ Building: \_\_\_\_\_

**Complaint Details**

Reporter's Name and Relationship to Complainant: \_\_\_\_\_

Reporter's Phone: \_\_\_\_\_ Reporter's Email: \_\_\_\_\_

Respondent's Name: \_\_\_\_\_

Respondent's Relationship to Complainant: \_\_\_\_\_

1. Describe the alleged discrimination that you are requesting the District investigate. Please be specific. Describe the incident(s) and identify the individuals and potential witnesses involved. Describe or attach any evidence you believe is relevant. Attach additional pages if needed.

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2. Describe the date/time/location(s) of the alleged incident(s).

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3. What would you like the District to do to remedy the situation?

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Signature

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Date

For more information about the District's complaint investigation process, see Policies 3115 through 3115H.

A person alleging discrimination may file a Complaint using the District's Grievance Procedure. A Complaint may also be filed at any time with the Office for Civil Rights (OCR), U.S. Department of Education, ~~1350 Euclid Ave, Suite 325, Cleveland, OH 44115~~ **1244 Speer Boulevard, Suite 310, Denver, Colorado, 80204-3582**. Filing a Complaint with the District is not a prerequisite to filing with OCR.

Use of this form is not required, but it does assist the District in gathering data related to the Complaint to ensure a prompt investigation. A Complainant's failure to use this form will not be the basis to delay an investigation.