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

**3100   General Operations**

***3118-F-1  Title IX Sexual Harassment Formal Complaint Form***

**C.O.O.R.
INTERMEDIATE
SCHOOL DISTRICT**
Crawford • Oscoda • Ogemaw • Roscommon

11051 North Cut Road
Roscommon, MI 48653
Phone (989) 275-9555

This form is being submitted by:  ☐ Complainant   ☐ Title IX Coordinator

Complainant Name: _____

Contact Information: _____

_____

| **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 (if different than Complainant): _____

Reporter's Relationship to Complainant: _____

Reporter's Contact Information: _____

Respondent's Name (if known): _____

1. Describe the alleged sexual harassment 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.

_____

_____

_____

**THRUN** LAW FIRM, P.C. POLICY SERVICE

_____

_____

_____

_____

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

_____

_____

_____

_____

_____

_____

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

_____

_____

_____

_____

_____

_____

_____    _____
Complainant's/Coordinator's Signature
                                                                           Date

**Please submit this form to:**

Alexis Ferguson,
Payroll & Benefits Coordinator
11051 N. Cut Road
Roscommon, MI 48653
HR@coorisd.net
989-275-9555

**A person alleging discrimination by the District on the basis of sex may file a complaint through 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 Avenue, Suite 325, Cleveland, OH 44115. Filing a complaint with the District is not a prerequisite to filing with OCR. For additional information about the District's grievance procedure, please contact the Title IX Coordinator identified above.