

Form #1 – Initial Report of Sexual Harassment (Actual Notice)



Today's Date:

1. Name of Complainant (circle one: Student or Employee):

If complainant is a student, school currently enrolled:

If complainant is an employee, position and location of employment:

2. Name of Respondent (person responsible):

3. Name of Person Reporting (if third party is reporting incident):

4. Name of Employee who Received Initial Report (teacher, bus driver, etc.):

5. Date and Time Alleged Incident Occurred:      Date                      Time

6. Date and Time Employee Received Initial Report:      Date                      Time

7. Date and Time Building/Department Title IX Coordinator Received Initial Report:      Date                      Time

8. Type of sexual harassment: (Check all boxes that apply)

- ☐ Touching
- ☐ Verbal
- ☐ Written
- ☐ Electronic
- ☐ Other

9. Brief Summary or Statement of alleged sexual harassment that includes when and where the alleged incident occurred and how many times it occurred.

I certify that the information provided in this initial report is true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Person who Received this Initial Report - Signature

\_\_\_\_\_  
Printed Name of Complainant

\_\_\_\_\_  
Person who Received this Initial Report – Printed Name and Position

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Step 1: Once this form is completed, it must be submitted to the building principal or supervisor. The principal or supervisor will inform the complainant about the informal and formal process using Form 3 as a guide.

Step 2: The complainant must choose between the informal or formal process.

Step 3: The principal or supervisor will then advise the respondent of the complaint. Respondent will also choose between the informal or formal process.

Step 4: If both the complainant and respondent agree to the informal process, complete Form 2 (Consent to Informal Resolution) and Form 4 (Supportive Measures for Both Informal and Formal Process).

Step 5: If either party chooses the formal process, skip to Form 5.

## Form #1 – Initial Report of Sexual Harassment (Actual Notice)

Step 1: Once this form is completed, it must be submitted to the building principal or supervisor. The principal or supervisor will inform the complainant about the informal and formal process using Form 3 as a guide.

Step 2: The complainant must choose between the informal or formal process.

Step 3: The principal or supervisor will then advise the respondent of the complaint. Respondent will also choose between the informal or formal process.

Step 4: If both the complainant and respondent agree to the informal process, complete Form 2 (Consent to Informal Resolution) and Form 4 (Supportive Measures for Both Informal and Formal Process).

Step 5: If either party chooses the formal process, skip to Form 5.