

# Public Schools of Edison Township

312 Pierson Avenue \* Edison, New Jersey 08837  
Telephone (732) 452-4948 Fax (732) 452-4977



## FORMAL COMPLAINT FORM (TITLE IX SEXUAL HARASSMENT)

**Instructions for filling out this form:** If you believe that you have been the victim of sexual harassment, please fill out this form, sign where indicated below, and submit it by hand delivery, electronic mail, or U.S. mail to the District Title IX Coordinator using the contact information listed on the District website.

This formal complaint form is intended for use by the alleged victim of Title IX sexual harassment (referred to in Title IX Regulations as the "Complainant"). Under Title IX and the Family Educational Rights and Privacy Act (FERPA), a parent or legal guardian may sign a complaint form and otherwise act on behalf of a minor in the formal complaint process.

If you are not filling this form out as a parent or guardian and you wish to report sexual harassment against another person in the District's education program or activities, please report your concerns to the District's Title IX Coordinator so that the District can take further action. **Under federal law, only an alleged victim of sexual harassment who is currently may use the formal complaint process to initiate an investigation.** The District will process all formal complaints in accordance with the requirements of Title IX and its applicable regulations. 34 C.F.R. §106.45.

Name of complainant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Is the complainant participating in or attempting to participate in a District program or activity? YES \_\_\_ NO \_\_\_\_

If you are a parent or guardian filling out this form on behalf of a minor Complainant please provide your contact information below.

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

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

You have the right to be represented by an advisor during the grievance process. The advisor may be, but does not have to be, an attorney. If you will be represented by an advisor, please provide contact information below. If unknown at this time, you may provide this information at a later time.

Name of advisor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Please describe the facts and circumstances that give rise to this complaint. Give specific details and attach additional sheets if needed.

Please provide the name of the person or person who is alleged to have committed the sexual harassment.

Where and when did the harassment occur? Please provide specific dates and locations to the extent possible.

How has the alleged harassment impacted you? This can include physical or emotional injuries, as well as impacts on your ability to access or benefit from school programs.

Please provide the names and addresses of anyone who may have witnessed the alleged conduct.

If you have reported these allegations to anyone else, please state to whom you reported the allegations and provide their contact information.

Please list any evidence that you feel is relevant to your complaint, to include but not limited to, online materials, text messages, voicemail messages, screen captures, emails or online materials. If known, also identify any information that might be in the District's possession that you would like the District to review (such as emails or security camera footage.)

Please describe the outcome or remedy you seek for this complaint.

Please sign below:

Complainant name: \_\_\_\_\_

Complainant signature: \_\_\_\_\_

If under 18, parent name: \_\_\_\_\_

Parent signature: \_\_\_\_\_

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

If signed by the Title IX Coordinator:

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

Signature: \_\_\_\_\_

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

**Notice to Complainant: This document is a legal record of the allegations of sexual harassment that you have reported to the District in order to request a formal investigation.**

Please keep a copy of this completed form and any supporting documentation for your records. Any questions or concerns that you may have during this process may be directed to the District's Title IX Coordinator.

If, after reviewing your complaint form, the Title IX Coordinator finds that the allegations are not appropriate for a Title IX sexual harassment formal complaint process but should be investigated by the District under a different policy or procedure, your formal complaint form will be forwarded to the appropriate District personnel in accordance with District policies.