



FORMAL COMPLAINT OF TITLE IX SEXUAL HARASSMENT

CONFIDENTIAL - REQUEST FOR THE FORMAL GRIEVANCE PROCESS

IMPORTANT Under the currently enforced 2020 Title IX regulations, a formal complaint must be signed by the complainant or the Title IX Coordinator and requests that ETSD investigate alleged sexual harassment. A parent or legal guardian may act for a minor.

You may report conduct and request supportive measures without filing this formal complaint. ETSD prohibits retaliation. The Title IX Coordinator will explain the process, supportive measures, possible dismissal or routing under another policy, informal resolution when permitted, and appeal rights.

Complainant name	_____
Status	☐ Student ☐ Employee ☐ Applicant ☐ Other participant: _____
School/program	☐ CES ☐ CMS ☐ CHS ☐ District program/workplace: _____
Address	_____
Phone/email	_____
Preferred/safe contact	_____
Participation	Is complainant participating or attempting to participate in an ETSD program/activity? ☐ Yes ☐ No

PARENT/GUARDIAN AND ADVISOR

Parent/guardian	Name: _____ Phone/email: _____
Advisor, if any	Name: _____ Phone/email: _____
Advisor role	☐ Attorney ☐ Advocate/support person ☐ Other: _____

An advisor may accompany a party as permitted by the grievance process. Advisor information may be supplied later.



ALLEGATION

Respondent name/title	_____
Relationship to ETSD	☐ Student ☐ Employee ☐ Volunteer/vendor ☐ Unknown ☐ Other: _____
Date/time	_____ ☐ Exact ☐ Approximate ☐ Ongoing
Location/platform	_____

Detailed statement of facts *State what occurred in chronological order. Use additional signed pages if needed.*

Additional pages attached	☐ No ☐ Yes - Number of pages: _____
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IMPACT, WITNESSES, AND EVIDENCE

How has the alleged conduct affected you or your ability to access or benefit from ETSD education, activities, or employment?

Witnesses or others with relevant information *Provide names and contact information if known.*

Evidence you are providing or asking ETSD to preserve/review *Identify messages, email, video, social media, documents, devices, objects, or camera locations. Do not alter original evidence.*



PRIOR REPORTS AND REQUESTED RESPONSE

Earlier report(s) of the same conduct *Identify person/agency, date, and response received. Prior reporting is not required.*

Other relevant information

Outcome, remedy, or supportive measures requested

☐ No-contact or separation support

☐ Transportation or activity adjustment

☐ Academic support or deadline adjustment

☐ Other: _____

☐ Schedule/class/work assignment adjustment

☐ Counseling or employee assistance information

☐ Safety planning

NO GUARANTEE OF OUTCOME ETSD will consider requested measures and remedies but cannot promise a specific disciplinary or personnel result. Supportive measures are designed to preserve access without unreasonably burdening another party.



SIGNATURE AND REQUEST

By signing below, I request that East Tallahatchie School District investigate the allegations stated in this formal complaint under its Title IX grievance process. I certify that the information is true and complete to the best of my knowledge. I understand that this document is an official record and that ETSD may need to share allegations and evidence with the respondent and process participants as required by law and due process.

Complainant printed name	_____
Complainant signature/date	_____
Parent/guardian signature	_____ Date: _____
Electronic signature method	_____

SUBMIT Title IX Coordinator, East Tallahatchie School District, 411 East Chestnut Street, Charleston, MS 38921. Phone: 662-647-5524. For secure electronic submission or the current coordinator email, contact the district office or visit www.etsd.k12.ms.us.

TITLE IX COORDINATOR USE ONLY

Date/time received	_____
Coordinator signature	_____
Notice/supportive measures	Date offered: _____ Initial safety assessment: _____
Initial jurisdiction review	☐ Proceed under Title IX ☐ Mandatory/permissive dismissal review ☐ Other policy routing
Case/reference number	_____

If signed by the Title IX Coordinator rather than the complainant, document the reason and confirm that the action is not deliberately indifferent in light of known circumstances.