

NONDISCRIMINATION COMPLAINT FORM
(INCLUDING TITLE VI, TITLE VII, AND TITLE IX)

NAME OF COMPLAINANT

TELEPHONE NUMBER

ADDRESS

RELATIONSHIP TO THE SCHOOL CORPORATION:

STUDENT

EMPLOYEE (STATE POSITION _____)

OTHER (DESCRIPTION _____)

STATEMENT/NATURE OF COMPLAINT (INCLUDING DATE OF ALLEGED DISCRIMINATION):

WHAT ACTION ARE YOU REQUESTING: (i.e. RELIEF SOUGHT):

Internal Office Use Only

DATE RECEIVED BY CORPORATION'S CIVIL RIGHTS COORDINATOR: _____

INTERNAL COMPLAINT – STEP 1
INVESTIGATION/CONFERENCE WITH CIVIL RIGHTS COORDINATOR

A CONFERENCE WAS HELD ON _____, AT _____

(Date) _____

Time _____

AND MATTERS PERTAINING TO THE FOLLOWING ALLEGED COMPLAINT WERE DISCUSSED.
BRIEF DESCRIPTION OF ALLEGED COMPLAINT:

DISPOSITION OF ALLEGED COMPLAINT:

CORPORATION'S CIVIL RIGHTS COORDINATOR DATE

IF YOU WISH TO APPEAL THIS DECISION TO THE SUPERINTENDENT, SIGN BELOW AND DELIVER TO THE SUPERINTENDENT'S OFFICE WITHIN FIVE (5) CALENDAR DAYS OF RECEIPT OF THE CIVIL RIGHTS COORDINATOR'S DECISION.

COMPLAINANT DATE

Internal Office Use Only

DATE RECEIVED BY THE SUPERINTENDENT'S OFFICE: _____

INTERNAL COMPLAINT – STEP 2
APPEAL TO SUPERINTENDENT

DATE RECEIVED BY SUPERINTENDENT'S OFFICE: _____

DATE OF INFORMAL MEETING/HEARING: _____

DISPOSITION OF ALLEGED COMPLAINT:

SUPERINTENDENT

IF YOU WISH TO APPEAL THIS DECISION TO THE BOARD OF TRUSTEES, SIGN BELOW AND PRESENT TO THE SUPERINTENDENT'S OFFICE WITHIN FIVE (5) CALENDAR DAYS OF RECEIPT OF THE SUPERINTENDENT'S DECISION.

COMPLAINANT DATE

Internal Office Use Only

DATE RECEIVED BY THE BOARD OF TRUSTEES: _____

INTERNAL COMPLAINT – STEP 3
APPEAL TO BOARD OF TRUSTEES

DATE RECEIVED BY BOARD OF TRUSTEES: _____

DATE OF MEETING WITH BOARD OF TRUSTEES: _____

DISPOSITION OF ALLEGED COMPLAINT:

PRESIDENT
BOARD OF TRUSTEES

DATE

4/24/14