

No. _____

TITLE VI / VII / IX INTERNAL COMPLAINT FORM

NAME OF COMPLAINANT

TELEPHONE NUMBER

ADDRESS

RELATIONSHIP TO THE SCHOOL CORPORATION:

____ STUDENT

____ EMPLOYEE

____ TEACHER

____ OTHER _____ (POSITION)

____ OTHER _____ (DESCRIBE)

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

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

COMPLAINANT

DATE

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

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

COMPLAINANT

DATE

Internal Office Use Only

DATE RECEIVED BY SUPERINTENDENT'S OFFICE: _____

INTERNAL COMPLAINT - STEP 2
APPEAL TO SUPERINTENDENT

DATE RECEIVED BY SUPERINTENDENT'S OFFICE: _____

DATE OF INFORMAL HEARING (if applicable): _____

DISPOSITION OF COMPLAINT:

SUPERINTENDENT DATE

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

COMPLAINANT DATE

Internal Office Use Only

DATE RECEIVED BY BOARD OF SCHOOL TRUSTEES: _____

INTERNAL COMPLAINT - STEP 3
APPEAL TO SCHOOL BOARD

DATE RECEIVED BY BOARD OF SCHOOL TRUSTEES: _____

DATE OF MEETING WITH BOARD: _____

DISPOSITION OF ALLEGED COMPLAINT:

PRESIDENT
BOARD OF SCHOOL TRUSTEES

DATE