

Title IX Sexual Harassment Complaint Form

Instructions: This form can be completed by any individual who has knowledge of a sexual harassment conduct occurring within an education program or activity of Visions in Education (“Visions”). Please complete the information below. Should you need additional space or would like to provide documentation to support the allegations in the complaint, you can attach those to this complaint form. If you have any questions, please contact Visions’ Title IX Coordinator listed below.

Contact Information and Complainant’s (Victim) Information

Full Name of Person Filing the Complaint:

Address:

Phone: _____ Email: _____

School Name: _____

Complainant’s (Victim) Full Name (if different from above):

Respondent’s (Accused) Information

Respondent’s Full Name:

Is the accused a Visions student? ☐ No ☐ Yes

If yes, what is the student’s grade and relation to complainant:

Is the accused a Visions staff member? ☐ No ☐ Yes

If yes, what is the staff member’s relation to the complainant (e.g., teacher)?

If no, what is the accused’s affiliation to Visions?

Details of Complaint

Date of the Alleged Incident(s): _____ Location of Alleged Incident(s): _____

1. Please describe the facts underlying your complaint. Provide details such as the names of those involved, the dates of the incident(s), whether witnesses were present and the names of any witnesses, etc. Please provide any details which you feel might be helpful to a complaint investigator.

Did the harassment occur at Visions or during a Visions activity? If so, please describe:

Did this incident interfere with your ability to access or participate in VIE programs or activities? If so, please describe:

List the individuals involved in the relevant incident(s):

List any witnesses to the incident(s):

Acknowledgements

By submitting this form to the Visions Title IX Coordinator, I wish to initiate Visions' formal Title IX Grievance Procedures.

Signature of Complainant

Date

Once you have completed this form, please submit it to the Title IX Coordinator:

Human Resources Director

VISIONS IN EDUCATION

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