TITLE VI/VII/IX INTERNAL COMPLAINT FORM

NAME OF COMPLAINANT ___________________________ TELEPHONE NUMBER ___________________________

ADDRESS ____________________________________________

RELATIONSHIP TO THE SCHOOL DISTRICT;

_____ 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 ___________________________ DATE RECEIVED BY

DISTRICT’S CIVIL RIGHTS COORDINATOR ______________________________________________

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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:
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

DISTRICT'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) SCHOOL DAYS OF RECEIPT OF THE CIVIL RIGHTS
COORDINATOR'S DECISION.

COMPLAINANT DATE DATE RECEIVED BY
SUPERINTENDENT'S OFFICE

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INTERNAL COMPLAINT - STEP 2
APPEAL TO SUPERINTENDENT

DATE RECEIVED BY SUPERINTENDENT’S OFFICE: ____________________________

DATE OF CONFERENCE: _________________________________________________

DISPOSITION OF COMPLAINT:

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

SUPERINTENDENT DATE

==============================================================================

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

COMPLAINTANT DATE DATE RECEIVED BY TREASURER’S OFFICE
INTERNAL COMPLAINT - STEP 3
APPEAL TO BOARD OF EDUCATION

DATE RECEIVED BY BOARD OF EDUCATION (i.e. IN TREASURER'S OFFICE): __________

DATE OF MEETING WITH BOARD: _________________________________________________

DISPOSITION OF ALLEGED COMPLAINT:

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

PRESIDENT  DATE
BOARD OF EDUCATION

4/12/10