

Discrimination/Sexual Harassment In-take Form

This form is to be completed when someone is making a verbal complaint or after a written complaint has been received.

Phase I:

Name of Complainant: _____ School: _____

Telephone(s): _____ (home/work) _____ (cell)

Address of Complainant: _____

Name of the Accused: _____

Describe what happened. Include date, place of incident, time and witnesses. Attach complainant's written statement.

Phase II:

Name of Accused: _____ School: _____

Telephone(s): _____ (home/work) _____ (cell)

Address of Accused: _____

Describe what happened. Include date, place of incident, time and witnesses. Attach accused written statement.

Phase III: Begin investigation. Interview all witnesses. Written statements are encouraged. Attach witness statements. (See Form B)

Phase IV:

Report in writing, the results of the investigation and recommendations to the complainant and the DEO within 20 working days of the receipt of the written complaint.