



HARASSMENT or DISCRIMINATION REPORTING FORM

The Monroe County School District prohibits discrimination on the basis of sex in any educational program or activity. If you believe you have been subjected to harassment or discrimination, please complete this form or submit a letter with the same information.

Please write legibly/ write on back or attach extra paper if necessary

Name of person making complaint: _____

Are you a (Select One)? _____ School Board Employee or _____ Student (including parent/guardian)

Home Phone _____ Work Phone (if applicable) _____

E-mail Address: _____

Incident Date/Time, if known: _____

Where did the incident occur? _____

Name the person you believe harassed you or another person: _____

Person who allegedly committed the harassment: _____ School Board Employee or _____ Student

If applicable: If this alleged harassment did not occur to you, but you are reporting for another person, please name that person here: _____

Is this person a _____ School Board Employee or _____ Student

Describe the incident as clearly as possible, including such things as what force, if any was used, any verbal statement that were made (for example, threats, demands, requests, etc.), what, if any physical contact was involved? Please use additional sheets as necessary.

Persons Involved, please list any persons whom we may contact for additional information to support or clarify your report:

Name	Address	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____



This complaint is based upon my honest belief that _____ has harassed/discriminated against me or another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Remedy being sought:

Complainant signature

Date

Report Received by

Date

Please submit to Monroe County School District, Title IX Coordinator by mail, email, phone, fax or in-person: 241 Trumbo Road, Key West, FL 33040, (305) 293-1400, Fax (305) 293-1429 or TitleIX@KeysSchools.com.

Please Note: This form is not reviewed after hours, on weekends, or during school holidays or breaks.