

### Instructions

1. Download form.
2. Fill in as much information as possible.
3. Save form.
4. Click "Email Form" button to send.

Email Form



Spokane Public Schools  
*excellence for everyone*

## Student Formal Harassment/Discrimination Complaint Form

### COMPLAINANT INFORMATION

Reporting person (optional): \_\_\_\_\_

Targeted student: \_\_\_\_\_

Your email address (optional): \_\_\_\_\_

Your phone number (optional): \_\_\_\_\_ Today's date: \_\_\_\_\_

Name of school adult you've already contacted (if any) \_\_\_\_\_

School Site (if applicable): \_\_\_\_\_

### INCIDENT INFORMATION

Name of Alleged Perpetrator \_\_\_\_\_ Title \_\_\_\_\_

**When** did the alleged incident(s) occur? \_\_\_\_\_

**Where** did the alleged incident(s) occur? \_\_\_\_\_

### WITNESS INFORMATION

List any witness(es) who may have seen or who may know something about the alleged incident:

Are you aware of others who may be subject to alleged behavior by the individual against whom this complaint is made?

Yes ☐ No ☐

If so, who? \_\_\_\_\_

Is this sexual harassment? ☐ Yes ☐ No

Is the sexual harassment severe, persistent, or pervasive? ☐ Yes ☐ No

Does the sexual harassment affect the student's education? ☐ Yes ☐ No

Does the sexual harassment create a hostile or abusive educational environment? ☐ Yes ☐ No

Identify the specific behavior, comment or conduct that led you to believe you were bullied/intimidated, harassed or discriminated against. Include dates, times, places, witnesses (names, addresses, phone numbers) and other specific information relating to the occurrence(s). Also include such things as whether any force was used, as well as what, if any, verbal or non-verbal gestures were made (i.e., threats, requests, demands, etc.). You may use additional sheets if necessary.

## CERTIFICATION

I hereby certify that the information in this complaint is true, correct and complete to the best of my knowledge.

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Complainant's Signature

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Date Filed

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Received By

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Date Received

email to: [Christalr@spokaneschools.org](mailto:Christalr@spokaneschools.org)