

TITLE IX GRIEVANCE FORM

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Date Approved:	9/28/20	Date Revised:

PURPOSE: The purpose of this Title IX Grievance Form is to gather the essential basic facts of the alleged actions in order that, prompt and equitable resolutions of complaints based on sex discrimination, including complaints of sexual harassment or sexual violence, in violation of Title IX of the Education Amendments of 1972 ("Title IX") can be resolved as expediently and appropriately as possible.

This form only applies to complaints alleging discrimination prohibited by Title IX (including sexual harassment and sexual violence).

INSTRUCTIONS: Individuals alleging Title IX discrimination and requesting review are required to complete this form and submit it to the appropriate administrator as soon as possible after the occurrence of the alleged discrimination:

Birchwood School District Title IX Coordinators (students): Sonja Rogers, 300 South Wilson Street, Birchwood, WI 54817 715-354-7763 srogers@birchwood.k12.wi.us

Birchwood School District Title IX Coordinator (employees): Jenny Schieffer, 300 South Wilson Street, Birchwood, WI 54817 715-354-7455 jschieffer@birchwood.k12.wi.us

Name of Complainant: _____

Contact information: _____

Student Grade: _____

Nature of Grievance: Please describe the action you believe may be sex discrimination, including complaints of sexual harassment or sexual violence, in violation of Title IX and identify with reasonable particularity any person(s) you believe may be responsible. Please attach additional sheets, if necessary:

When did the actions described above occur?

4. Are there any witnesses to this matter? (Please circle) Yes No

If yes, please identify the witnesses:

5. Did you discuss this matter with any of the witnesses identified in Item 4?

(Please circle) Yes No If yes, please identify: Person to whom you have spoken: _____ Date: _____ Method of communication: _____

6. Have you spoken to any administrator(s) or other District employee(s) about this matter?

(Please circle) Yes No

If yes, please identify: Person to whom you have spoken: _____

Date: _____ Method of communication: _____

7. Please describe the result of the discussion(s) identified in Item 6:

PLEASE ATTACH ANY STATEMENTS, NAMES OF WITNESSES, REPORTS, OR OTHER DOCUMENTS WHICH YOU FEEL ARE RELEVANT TO YOUR COMPLAINT.

I certify that the foregoing information is true and correct.

_____ Print Name
_____ Signature
_____ Date