

**SEXUAL HARASSMENT
COMPLAINT REPORT FORM**

NOTE TO COMPLAINANT: You are not required to use this form. It is provided for your convenience. You may use your own written format if you wish.

Date Form Completed: _____

Form Completed By: _____

Person Reporting the Sexual Harassment: _____

Address/Phone # of the Person Reporting the Sexual Harassment:

Nature of Complaint:
[With specificity, identify the person(s) alleged to have sexually harassed, the conduct which is the basis of the sexual harassment complaint, when/where the conduct occurred, the person(s) alleged to have sexually harassed, witnesses, and any other pertinent information.]

[use additional sheets of paper, if necessary]

Date

School Employee Completing the Sexual Harassment Report Form

Date

Person Reporting the Sexual Harassment