

Formal Complaint Form: The Title IX regulations require a Formal Complaint before beginning an investigation.



### TITLE IX SEXUAL HARASSMENT FORMAL COMPLAINT FORM

This form is being submitted by:

Complainant       Title IX Coordinator

Complainant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

If the Complainant is a student:

School Building Attending: \_\_\_\_\_ Grade: \_\_\_\_\_ Birthdate: \_\_\_\_\_

If the Complainant is an employee:

Job Title: \_\_\_\_\_ Building: \_\_\_\_\_

Reporter's Name (if different than Complainant): \_\_\_\_\_

Relationship to Complainant: \_\_\_\_\_

Reporter Address: \_\_\_\_\_

Reporter Phone: \_\_\_\_\_ Reporter Email: \_\_\_\_\_

1. Describe the alleged violation of the District's Title IX Sexual Harassment Policy that you are requesting the District investigate. Please be specific. Describe the specific incident(s) and identify the individuals and potential witnesses involved. Describe or attach any evidence you believe is relevant. Attach additional pages if needed.

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2. Describe the date/time/location(s) of the alleged incident(s).

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3. Describe your proposed resolution to address the alleged violation(s).

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Date

Complainant/Coordinator Signature

**PLEASE SUBMIT THIS FORM TO:**

Kelly Buckmaster  
Cadillac Area Public Schools  
231-876-5900  
9600 E 13<sup>th</sup> Street  
Cadillac, MI 49601  
[kelly.buckmaster@cadillacschools.org](mailto:kelly.buckmaster@cadillacschools.org)

Konrad Molter  
Cadillac Area Public Schools  
231-876-5800  
500 Linden Street  
Cadillac, MI 49601  
[konrad.molter@cadillacschools.org](mailto:konrad.molter@cadillacschools.org)

**A person who believes that he/she has been discriminated against by the District on the basis of sex may file a complaint through the District's grievance procedure. A complaint may also be filed with the Office for Civil Rights (OCR), U.S. Department of Education, 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115. You may file a complaint with OCR at any time. Filing a complaint with the District is not a prerequisite to filing with OCR.**