

**MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT
COMPLAINT FORM**

In order to assist the Mount Pleasant Cottage School Union Free School District in providing for the prompt, thorough, and equitable resolution of discrimination and/or harassment allegations, please fill out the following form to the best of your abilities and submit it to the Civil Rights Compliance Officer - Superintendent, Director of Operations or the Principal of MPCS. Questions regarding the completion or submission of this form can be directed to the District's Civil Rights Compliance Officer(s) or a trusted staff member with whom you feel comfortable.

Name of complainant: _____ Date submitted: _____

Address: _____

Home phone: _____ Cell: _____ Work: _____
(please circle the number you'd prefer us to call)

Email: _____

Name of Victim (if different than complainant): _____

The victim is: (check all that apply):

- _____ An employee, holding the position of _____ at _____ (location)
- _____ A student, grade _____ at _____ (school or location)
- _____ A parent or community member
- _____ Other (please specify your relationship with or association to the District) _____

Basis of this complaint/grievance:

- _____ Race, color, creed, national origin
- _____ Sex, gender, sexual orientation
- _____ Disability
- _____ Military/veteran status
- _____ Domestic violence victim status
- _____ Other/Not sure (Please briefly explain): _____
- _____ Sexual harassment
- _____ Marital status
- _____ Genetic status
- _____ Religion
- _____ Criminal arrest or conviction record
- _____ Age
- _____ Retaliation

Name and/or description of accused person(s) or offending occurrence: _____

Description of alleged incident or occurrence: _____

Date, time and place of violation(s): _____

(Continued)

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Witnesses, if any, or others who should be contacted with knowledge important to this investigation, including contact information for each:

Others you may have discussed this complaint/grievance/incident with, including contact information for each:

Has this incident or occurrence been previously reported? [] Y [] N If yes, when and to whom?

If the incident or occurrence has been previously reported, describe the remedy, outcome or resolution:

Date

Signature of Complainant

*(This form is to be used for all complaints within the
Mount Pleasant Cottage School Union Free School District,
including incidents of alleged discrimination or harassment)*