

**MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT**  
**RESPONSE TO COMPLAINT FORM**  
(To Be Completed by Civil Rights Compliance Officer)

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

Alleged victim (if different from complainant): \_\_\_\_\_

Alleged perpetrator or offending occurrence: \_\_\_\_\_

Date of complaint: \_\_\_\_\_ Individual in receipt of complaint: \_\_\_\_\_

Nature of complaint: \_\_\_\_\_

\_\_\_\_\_

Interim action taken (if any): \_\_\_\_\_

\_\_\_\_\_

Finding as to whether harassment or discrimination occurred: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action taken (include the name and position of employee taking action): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

•

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Civil Rights Compliance Officer

•

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Superintendent