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## Title IX Discrimination Complaint Form

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees of educational institutions which receive federal financial assistance. **When the form has been completed and signed by you, and then signed by the Title IX Coordinator, your complaint has been properly received and noted by the district.** We will provide you with a copy of this form as well as complete information about the Title IX complaint process.

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*The Title IX Coordinator and/or designee investigate complaints by parent, staff and students who believe themselves to be harmed by sexual harassment or discrimination and harassment related to gender.*

I am filing this complaint as a: check one (✓)  
 Parent       Staff       Student

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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**Complainant:** Individual who is alleged to be the victim of conduct that could constitute sexual harassment (*if different from person completing form*).

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

If student, grade: \_\_\_\_\_ School: \_\_\_\_\_

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**Respondent:** Person or persons you believe committed the offense against you and how you have contact with them, e.g.: supervisor, co-worker, peer, teacher.

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

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**Complaint:** Describe your complaint related to the complainant participation or attempt to participate in the school's educational program or activity. Please summarize below and attach additional pages describing your complaint if necessary.

Date(s): \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Description of Incident:

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**Witnesses** (The relationship information requested means co-worker, supervisor, peer, teacher, etc)

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1.	Relationship	Telephone number
2.	Relationship	Telephone number
3.	Relationship	Telephone number

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I certify the aforementioned is true and correct.

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Signature	Date
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**This completed, signed form should be delivered to the Title IX Coordinator by mail, email or in-person.**

Marci Thiry or Todd Kleinhans, Title IX Coordinator  
100 Main Street PO Box 360  
Menasha, WI 54952  
[thiry@mjsd.k12.wi.us](mailto:thiry@mjsd.k12.wi.us) or [kleihanst@mjsd.k12.wi.us](mailto:kleihanst@mjsd.k12.wi.us)

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**For the Title IX Coordinator and/or Designee**

**Complaint taken by:**

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Signature	Print Name	Date
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**Title IX Coordinators:**

Marci Thiry, Director of Special Services  
Todd Kleinhans, Director of Human Resources

**Received by:**

In-person       Mail       Email