

**Sexual Harassment Complaint Form.** This form is available in the school office and can be downloaded from our website at [www.eriemason.k12.mi.us](http://www.eriemason.k12.mi.us).

Name of Complainant: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name of Accused: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Description of Incident:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

Incident:

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Witness(es): \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_ Phone #: \_\_\_\_\_

Complainant's reaction to the incident: \_\_\_\_\_

Accused's reaction to the incident: \_\_\_\_\_

Signature of the Complainant: \_\_\_\_\_

Signature of Person Receiving Complaint: \_\_\_\_\_ Position: \_\_\_\_\_

School District Complaint Officer – Superintendent of Schools, 2400 Mason Eagles Drive, Erie, MI 48133. Telephone (734) 848-9304. The state agency for investigation of complaints: Michigan Department of Civil Rights, Executive Office, Capitol Tower Bldg., Ste. 800, Lansing, MI 48913. Telephone (517) 335-3165. The federal office for investigation of complaints: U.S. Department of Education, Office of Civil Rights, 600 Superior Ave., Room 750, Cleveland, OH 44114