

## Concho Elementary School District 6 TITLE IX FORMAL COMPLAINT FORM

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Concho Elementary School District 6, a.k.a. Concho Elementary School complies with federal and state laws prohibiting unlawful discrimination based on race, color, national origin, sex, disability and age in its programs and activities. Any person that believes they have been harassed or discriminated against based on his/her sex can file a complaint under this procedure by contacting the District's Title IX Coordinator as follows:

Mary Smorong  
Title IX Coordinator; Title I Para-Professional; R.I.S.E Instructor  
PO Box 200  
928.337.4665 x 211  
msmorong@conchoschool.net

Date: \_\_\_\_\_

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

Address: \_\_\_\_\_  
Street City State Zip

Telephone: \_\_\_\_\_  
Home Work

Respondent Name: \_\_\_\_\_  
(person whom complaint is against)

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1. Describe the alleged sexual harassment in specific terms (attach additional pages if necessary).  
Include:
    - a. The specific incident or activity that is alleged to be in violation of Title IX
    - b. The name of all individuals involved;
    - c. Dates, times, and locations involved.

2. Describe any relevant communication that has already occurred to address the issue. Please specify the types of communication, dates of communication, and names of individuals with whom any communication has occurred.

3. Do you want this Complaint to be formally investigated and addressed by the School?

Yes  No. If "No", please clarify:

I do not want a formal investigation. I am just bringing this to the School's attention.

I do not want a formal investigation. I would like to speak with the Title IX Coordinator about my complaint.

Other (please explain): \_\_\_\_\_

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date Signed

**PLEASE RETURN THIS FORM TO THE TITLE IX COORDINATOR LISTED ON THIS FORM.**