



HERITAGE
 Community Charter School
 1803 E. Ustick Road, Caldwell, ID 83605
 Office: 208-453-8070
 Facsimile: 208-453-8077



Title IX (Sexual Harassment) Formal Complaint Form

Instructions for submitting a formal complaint:

If you believe you are the victim of sexual harassment, please complete this form, sign, and submit to Heritage Community Charter School's Title IX Coordinator (Shantell Mullanix) in person or email.

Your name: _____

Date(s) the alleged sexual harassment took place: _____

The person alleged to have committed sexual harassment is called the "respondent". Please provide the name(s) of the person or people you allege to be respondent(s) responsible for the alleged sexual harassment. Please include the person's title or position:

Please provide the names and contact information of any witnesses to the alleged conduct.

Please list any relevant evidence to your allegations. This could include audio or visual media, physical objects, online materials, text messages, voicemail messages, screen captures, emails, or any other item you are attaching or intend to make available for the purpose of this complaint.

Signature of Complainant _____ Date _____

If the formal complaint is completed and submitted by a parent, guardian, or Title IX Coordinator, please sign here.

Signature _____ Date _____