



Title IX Discrimination Formal Complaint

Frederick County Public Schools
191 South East Street
Frederick, Maryland 21701

FCPS Form 116F
[Policy 116](#)
February 2023

Clear Form

Title IX of the Education Amendments of 1972 (20 U.S.C. 1681) is a federal law that prohibits discrimination based on sex of individuals in educational institutions that receive federal financial assistance. When a formal complaint has been filed, the Title IX Coordinator will ensure FCPS responds to the complaint. Information about the district's Title IX grievance process will be provided to the Complainant and Respondent.

- **COMPLAINANT:** An individual who is alleged to be the victim of sexual harassment.
- **RESPONDENT:** An individual who is alleged to be the perpetrator of sexual harassment.
- **FORMAL COMPLAINT:** A document filed by a Complainant (or parent/guardian) and/or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the school district investigate the allegation.

Written complaints should be mailed to the address provided below or emailed to EEO-TitleIX@fcps.org In your correspondence, please include:

- The complainant's name, address, and telephone number where the complainant should be reached during business hours;
- Information about the person(s) injured by the alleged sexual harassment;
- The name and location of the FCPS school/office where the alleged sexual harassment occurred; and
- A description of the alleged sexual harassment in sufficient detail to enable FCPS to understand what occurred and when the incident happened.

COMPLAINANT PERSONAL INFORMATION

First Name: _____ Last Name: _____

Email: _____

Home Address: _____

Home Phone: _____ Mobile Phone: _____

Student ID: _____ School/Campus: _____

Employee ID: _____ Job Title: _____

Employee's School/Office Location: _____

TYPE OF COMPLAINT

Discrimination based on: *(Check all that apply)*

- Sexual Harassment Sexual Assault Gender Based Harassment Dating Violence Stalking Retaliation
- Cyber Bullying Other: _____

RESPONDENT INFORMATION

Incident Occurred:

Earliest Date _____ Latest Date _____ Continuing Action

Please list the individual(s) alleged to have engaged in sexual harassment/prohibited conduct.

(Name, School/Department)

Witness Name: _____ Relationship to you: _____

Phone Number: _____ Email Address: _____

Witness Name: _____ Relationship to you: _____

Phone Number: _____ Email Address: _____

Please specifically describe your complaint against the named person(s) in the previous section, including how the person(s) sexually harassed you, assaulted you, or retaliated against you. Please describe the behavior, comments, or incidents that caused you to file your complaint. (Identify: **Who, What, When, and Where**)

Were there any witnesses to this matter? Yes No

If yes, please identify witnesses to the incident(s) or those who have knowledge of the incident(s).

Witness Name: _____ Relationship to you: _____
Phone Number: _____ Email Address: _____

Witness Name: _____ Relationship to you: _____
Phone Number: _____ Email Address: _____

Please identify any administrators, District employees, or law enforcement agency to whom you have reported your concerns:

Administrator District Employee Law Enforcement Agency
Name: _____ Title: _____ Date: _____

Administrator District Employee Law Enforcement Agency
Name: _____ Title: _____ Date: _____

Administrator District Employee Law Enforcement Agency
Name: _____ Title: _____ Date: _____

SIGNATURES

I CERTIFY THE INFORMATION ABOVE IS TRUE AND CORRECT

Your Name Printed _____ Your Signature _____ Date _____

Title IX Coordinator/Designee Printed Name _____ Date _____

Title IX Coordinator/Designee Signature _____ Date _____

Please be aware that the information you provide is considered confidential and will be shared only with those persons who are considered essential to the investigation and disposition of this complaint or have a legitimate right to the information to ensure due process rights. It is the expectation of the Board of Education of Frederick County that those who file a complaint will cooperate in the investigation process.

RETURN COMPLETED FORM TO:
Director of Human Resources/Title IX Coordinator
Email: EEO-TitleIX@fcps.org
Frederick County Public Schools
191 South East Street
Frederick, MD 21701
301-644-5081