



**Clarksville Montgomery County School System
Report of Student Sexual Harassment (STS-F037)**

NOTE: With a general report of student sexual harassment, individuals may report and choose to remain anonymous. In such cases, no signature is necessary OR this form can be filled out by a District employee and submitted to the School Title IX Coordinator/Assistant Principal.

Submitting a general report of student sexual harassment is distinct and different from submitting a formal complaint as it will not initiate the Title IX grievance process. (See below).

Reporting Person

Name of Person Reporting _____

Home and/or Work Address _____

Phone _____ (personal and/or work)

Alleged Victim/Complainant

If the person reporting is not the alleged victim/complainant of the harassment/misconduct, provide the following:

Name of person who was allegedly harassed _____

Home and/or Work Address _____

Phone _____ (personal and/or work)

Alleged Harasser/Respondent

Name of person(s) alleged to have committed the harassment/misconduct _____

☐ Employee ☐ Student ☐ Other

Home and/or School Address _____

Phone _____ (personal and/or work)

Time/Date/Location of Alleged Incident(s) (if unknown provide approximates)

Witness Names (if any)

Description of the Incident(s) Describe the incident(s) as clearly and as detailed as possible.

(Attach additional sheet(s) if necessary.)

I understand that by providing this information I am not initiating a complaint under the District's formal complaint process. I also understand that if I choose to remain anonymous, the District will not know who I am, and this may limit its ability to respond to the incident I am reporting.

Signature of Reporting Person

Date

Received by:

Signature

Date

After intake and review of allegations, the incident(s) do not rise to the level of sexual harassment and no formal complaint will be filed. I have notified the Chief of Staff/designee via email (TitleXappeals@cmcss.net).

Signature of School Title IX Coordinator

Date

Formal Complaint

NOTE: A formal complaint may be filed with the School Title IX Coordinator in person, by mail, or by electronic mail. Filing a formal complaint initiates the grievance process. If a formal complaint is filed, written notice regarding the allegations will be prepared and given to both parties.

The process for filing a formal complaint has been explained to the Complainant, and the Complainant:

☐ is filing a formal complaint.

☐ is not filing a formal complaint.

If the Complainant is not filing a formal complaint, the School Title IX Coordinator has reviewed the information provided and is:

☐ signing a formal complaint.

☐ not signing a formal complaint.

Signature of Complainant or Title IX Coordinator
(Formal complaints cannot be filed by third parties.)

Date

Received by (if Complainant filing):

Signature

Date

**Please send this completed form to Chief of Staff/designee via email at
TitleXappeals@cmcss.net**