

Title IX Formal Complaint Form

PURPOSE: The purpose of the Title IX formal complaint process is to inform the School Division of allegations of sexual harassment, sexual violence and sex discrimination, including harassment discrimination based on gender or gender identity, in violation of Title IX of the Education Amendments of 1972 (“Title IX”) so that the School Division may take appropriate action.

INSTRUCTIONS: Individuals alleging Title IX sexual harassment and requesting a review are required to complete this form and submit it to the Title IX Coordinator as soon as possible after the occurrence of the alleged harassment.

If you are a Newport News Public Schools student, please submit to Rashard Wright, Office of School Leadership, 12465 Warwick Blvd., Newport News, Virginia 23606
757.591.4500 (Office) rashard.wright@nn.k12.va.us

If you are a Newport News Public Schools employee, please submit your complaint to Nina Farrish, Office of Human Resources, 12507 Warwick Blvd., Newport News, Virginia 23606
757.881.5061 (Office) nina.farrish@nn.k12.va.us

1. **Name of Complainant:** _____

Home Address City/State/Zip Home Phone

School: _____ Grade: _____

2. **Name of Respondent:** _____

3. **Nature of Complaint:** Please describe the action(s) you believe may be sexual harassment, including complaints of sexual violence, in violation of Title IX and identify with reasonable particularity any person(s) you believe may be responsible. Please attach additional sheets, if necessary:

___ **Please check if you have additional page(s) (attached to this Complaint Form)**

