



Bridges Preparatory School Title IX Formal Complaint Form

Name of person filling out form:

Date you learned of incident:

Complainants Email Address (Optional):

Who was involved in the incident?

Who is/could be affected? (students, employees of the school, volunteer, student organization, unknown, other).

Date of Incident:

Time of Incident:

Type of harassment:

Please list any victims, witnesses, alleged/accused, reported by, and any involved persons (use additional pages if necessary):

1. Name
2. Role
3. Phone number (if available)
4. Email (if available)

Where did this incident take place? If the behaviors occurred in more than one location, please select the location where the conduct began and provide further details about additional locations in the space provided for the description of the incident.

Please provide the specific address, if available.

Please provide a description of the incident using concise and objective language. If you have a desired outcome, please include details here (use additional pages if needed).

Please describe the atmosphere prior to the incident and the impact that this incident may have on the learning and/or workplace environment. If you do not feel there is an impact to the learning and/or workplace environment, you may leave this blank.

Please provide the police report number, if applicable and available, if the police were involved but you do not know the report number, please enter 'police involved but I do not know the report number'. If the police were not involved, please enter N/A in the space below.

Please remember that the timing and manner in which Bridges addresses this report will vary depending on the information provided and whether involved parties are available for further discussion.

Please list your phone number or email address, in the event that we need to contact you. If you have filed this report anonymously or do not want to be contacted, please enter 'do not contact me' in the space below.

Please attached any supporting templates and documents such as photos, emails, or video clips.

** Please use additional pages, as necessary.

Date: _____

Signature: _____