

PERRY TOWNSHIP SCHOOLS COMPLAINT FORM

The purpose of this form is to assist you in filing a complaint with Perry Township Schools. You are not required to use this form; a written statement with the same information is sufficient. Complaints are to be submitted to the HR Director, Sharon Baker, at sbaker@perryschools.org or by mail to Perry Township Schools, Attn: Sharon Baker, 6548 Orinoco Avenue, Indianapolis, IN 46227.

Contact information for individual/employee making complaint:

Name: _____
Position in District: _____
Building Name: _____
Telephone No: Work: () _____ Cell: () _____
Personal Email: _____

Information for individual/employee who harassed/discriminated against you or another employee:

Name: _____
Position in District: _____
Building where individual works: _____

Complaint:

_____ Harassment _____ Sexual Harassment _____ Discrimination

Explain in detail what happened, why you believe it happened, and the details of the harassing or discriminating actions. If this is a claim of discrimination, please include how you were treated differently. If the space provided below is not adequate for your complaint, please include additional information on a separate piece of paper.

Provide the date(s) that the above incident(s) happened (to the best of your recollection) in the space below:

List the name(s) of any individuals/employees who witnessed the alleged harassment/discrimination:

What remedy are you seeking as a result of filing your alleged harassment/discrimination claim?

Do you have any additional information that you think is relevant to our investigation of your allegations? If yes, please include below.

Printed Name

Date

Signature

Submit Formal Request in Writing to:

Perry Township Schools
Attn: Sharon Baker, HR Director
6548 Orinoco Avenue
Indianapolis, IN 46227
sbaker@perryschools.org

The District complies with all applicable federal laws including but not limited to: Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Civil Rights Law passed as part of the Education Amendment of 1972, the Fair Labor Standards Act of 1938, the Occupational Safety and Health Act of 1970, American with Disabilities Act of 1990, as amended, the Family and Medical Leave Act of 1993, as amended, and the Health Insurance Portability and Accountability Act of 1996.