



TITLE IX INCIDENT REPORT FORM

For Sexual Harassment, Sexual Discrimination, Sexual Assault and Sexual Misconduct Complaints

(Please Print or Type, Add additional sheets as necessary to convey information.)

The Equity Project Charter School provides this form to report Title IX issues and file a complaint against other employees, students, or a third party.

Date: _____

To: Monica Sarmiento
Director of Social Work
& Family Engagement
& Title IX Coordinator
347.778.0601

To: Lucitania Gonzalez
Director of HR & Payroll
347.778.0601

To: Aaron Villela
Chief Executive Officer
347.778.0601

From	Name	Title
	Department	Campus
Complainant Information	Complainant Name <input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Community Member	
	Home Address	
	Telephone Number	Email Address
Accused Party	Accused Party's Name (if known)	
	Accused Party's Information (Address, Phone Number and/or Email)	
Incident Information	Describe Incident - Please be as specific as possible, identify date, any witnesses, detailed description of factual events (sexual harassment, sexual violence, discrimination, retaliation) leading to complaint and the specific harm resulting from event/events. (Attach additional sheets as needed)	
Relevant Information	Describe and attach any relevant documentation.	
Action Taken	Describe steps taken to address concerns. (Attach additional sheets as needed)	