

ARKANSAS VIRTUAL ACADEMY TITLE IX COMPLAINT FORM

PURPOSE: The purpose of this Title IX grievance form is to gather the essential basic facts of the alleged actions in order that, prompt and equitable resolutions of complaints based on sex discrimination, including complaints of sexual harassment or sexual violence, in violation of Title IX of the Education Amendments of 1972 ("Title IX") can be resolved as expediently and appropriately as possible.

This form **only applies** to complaints alleging discrimination prohibited by Title IX (including sexual harassment and sexual violence).

INSTRUCTIONS: Individuals alleging Title IX discrimination and requesting review should complete this form and submit it to the Title IX Coordinator.

Contact our Title IX Coordinators (students and employees): Rhonda Soule. 717 West 7th Street, Little Rock, AR 72201. P: 501.664.4225 ext. 1012 e:rsoule@k12.com

1. Name of Complainant: _____

Contact information: _____

Home Address City/State/Zip Home Phone

Student Grade: _____

Employee School Office Location: _____

2. Nature of Grievance: Please describe the action you believe may be sex discrimination, including complaints of sexual harassment or sexual violence, in violation of Title IX and identify any person(s) you believe may be responsible. Please attach additional sheets, if necessary:

3. When did the actions described above occur?

4. Are there any witnesses to this matter? (Please circle) Yes No

If yes, please identify the witnesses:

5. Did you discuss this matter with any of the witnesses identified in Item 4?

(Please circle) **Yes No**

If yes, please identify: Person to whom you have spoken: _____

Date: _____

Method of communication:

6. Have you spoken to any administrator(s) or other District employee(s) about this matter? (Please circle) Yes No

If yes, please identify: Person to whom you have spoken: _____

Date: _____

Method of communication:

7. Please describe the result of the discussion(s) identified in Item 6:

PLEASE ATTACH ANY STATEMENTS, NAMES OF WITNESSES, REPORTS, OR OTHER DOCUMENTS WHICH YOU FEEL ARE RELEVANT TO YOUR COMPLAINT.

I certify that the foregoing information is true and correct.

Print Name

Signature

Date