

Birmingham City Schools  
**SEXUAL HARASSMENT REPORT FORM**

Complainant \_\_\_\_\_

Home Address \_\_\_\_\_

School \_\_\_\_\_

Home Phone \_\_\_\_\_ School Phone \_\_\_\_\_

Date of Alleged Incident(s) \_\_\_\_\_

Name of person you believe sexually harassed you \_\_\_\_\_

List any witnesses that were present \_\_\_\_\_

\_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_

\_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, repeat phrases, physical contact, was involved; what did you do to avoid the situation, etc. (attach additional pages, if necessary)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This complaint is filed, based on my honest belief that \_\_\_\_\_

has sexually harassed me. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received by

\_\_\_\_\_  
Date