SEX AND GENDER-BASED DISCRIMINATION, VIOLENCE, AND HARASSMENT NOTICE REPORT FORM

All school/district employees must complete this form upon receiving notice of an alleged violation of Policy 3085 and submit it to Elevate Academy Network Office upon completion. Questions regarding this form should be directed to Lisa Velasquez, Coordinator at lvelasquez@elevate208.org or (208)504-0130

Name:		
Administrator Teacher/Faculty Staff Other		
Phone Number: E-mail:		
REPORT INFORMATION		
Report Date:		
Received: 🛛 In Person 🗅 E-mail 🗅 Phone Call 🖵 Postal Mail 🖨 Social Media 🕞 Other		
Reporter: [Recipient ID]:		
Phone Number: E-mail:		
Reporter's Relationship to Incident(s): Complainant Respondent Witness Other		
School/Work Location: Reporter's Affiliation:		
INCIDENT INFORMATION		
Incident Date(s): Incident Time(s):		
Incident Location(s): Specific Location(s): School Building/Office		
Off Campus/Out of school Has the Complainant's parent/guardian been notified? Yes No Unsure N/A		
[School/District] Sponsored Event Has the Respondent's parent/guardian been notified? Yes No Unsure N/A		
□ Other		

Discrimination	Sex/Gender
Harassment	Gender Identity
Uviolence	Gender Expression
Stalking	Sexual/Affectional Orientation
Retaliation	Pregnancy/Parenting Status
□ Other	
Has the party reported to law enforcement?	Has the party reported to the applicable child
🗅 Yes 🖾 No 🖾 Unsure	welfare agency? Yes No Unsure
Agency:	Agency:
Date Reported:	Date Reported:
Case No.:	
INVOLVED PARTIES	L
Respondent:	[Recipient ID]:
Affiliation: 🗆 Student 🔲 Teacher/Faculty 🗳 Staff	Administrator Guest Other
Phone Number:	E-mail:
School/Work Location:	
Complainant:	
Affiliation: 🛛 Student 🗳 Teacher/Faculty 🗳 Staff	Administrator Guest Other
Phone Number:	E-mail:
School/Work Location:	
INCIDENT DESCRIPTION	

RESPONSE	
 I have offered assistance with arranging: medical care counseling/mental health services reporting to law enforcement victim advocate services 	 I have submitted: Child Welfare Agency] Report (if required by law) Police Report (if required by law)
I have notified the reporter that this information is being submitted to the Title IX Coordinator	I have provided the reporter with the [School/District]'s Title IX brochure
Requested Response(s): D No Action D Supportive D Other	ve Measures Define the American Definition D

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