



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.)

Town & Country School Administrative Procedures provide students and employees the ability to file a complaint against the school, other students, employees or a third party (auxiliary organizations, independent contractors at the campus, campus vendors and their employees or campus visitors). This form should be used by employees to report Title IX issues.

Must be reported within 48 hours

To: Shevaun Etier
 Executive Director &
 Title IX Coordinator
 918-296-3113 ext. 102

From	Name	Title	
	Department	Division	
Complainant Information	Complainant Name <input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Community Member		Grade if Applicable
	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 student's concerns. (Attach additional sheets as needed)		