PRINCE GEORGE’S COUNTY PUBLIC SCHOOLS
14201 SCHOOL LANE
UPPER MARLBORO, MARYLAND 20772

DISCRIMINATION OR HARASSMENT INCIDENT REPORT

Report of Employee/Volunteer Complaint
Note: Students use this form if complaint is against Employee/Volunteer

Name: ____________________________________________
School/Office Assigned: _________________________________
Home Address: _______________________________________

Work Phone ______________________ Home Phone ___________

Complaint Section

Date of Incident: _____________________________________
Name and Title of Person(s) Responsible for Alleged Incident: __________________________

Location of Alleged Incident: ___________________________

Nature of Alleged Incident (please be as detailed as possible): __________________________

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Desired Redress: ____________________________________________________________

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Complainant’s Signature                      Date

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This section for Instructional Director, Principal, Vice Principal or Supervisor Use Only:

Date Received: ______________________

The above mentioned Discrimination or Harassment Incident Report has been reviewed and the following action has been taken:

_______ has resulted in mediation and mutual agreement by both parties, and the complaint has been closed.

_______ has been sent to the EEO Advisor for investigation.

_______ has been sent to the CEO for resolution.

Signature                      Date

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Name/Title

Return completed form in a sealed envelope, marked personal and confidential to:

Amana Simmons, Esq. – EEO Advisor/ Title IX Coordinator
Prince George’s County Public Schools
Office of General Counsel
14201 School Lane, Room 202C
Upper Marlboro, MD 20772
email: amana.simmons@pgcps.org
phone: 301.952.6156

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