

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): _____

Desired Redress: _____

Complainant's Signature

Date

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

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