



Title IX Information & Complaint Form

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees of educational institutions which receive federal financial assistance. **When this complaint form has been completed and signed by you, and then received and signed by either Title IX Coordinator, your complaint has been properly submitted and noted by the institute.** You may be provided with a copy of the completed/submitted form and the institute's Title IX policy if requested.

As a survivor/victim/complainant, you have the right to report or not report an incident.

Filing a Title IX complaint serves as official notice to Commonwealth Institute AND authorizes the Title IX Coordinator(s) to initiate an investigation into the information and allegations contained on the form.

Although the institute cannot commit to keeping a Title IX complaint confidential because of the institute's obligation to investigate the complaint, the institute will use its best efforts not to disseminate information concerning the complaint beyond those who have a need to know.

To file a Title IX complaint with the institute, please complete and bring the official complaint form (contained on the next page) in person to the Commonwealth Institute main office. Make arrangements to meet with one of the institute's Title IX Coordinators listed below.

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René Altheimer

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Title IX Complaint Form

Purpose: The purpose of this Title IX complaint form is to gather the essential, basic facts of the alleged actions in order that prompt and equitable resolutions of complaints based on Title IX violations can be achieved as expediently and appropriately as possible. ***This form ONLY applies to Title IX complaints. All other issues should be handled following the institute's official grievance procedure.***

Instructions: Individuals alleging Title IX violations AND requesting official review are required to complete this form and submit it to one of the institute's Title IX Coordinators.

INFORMATION REGARDING THE COMPLAINANT (Person filing the complaint)

Complainant's name: _____

Institute Status: Student Institute Employee Other

Complainant's email: _____

Complainant's phone number: _____

INFORMATION REGARDING THE ALLEGED VICTIM (If not the complainant)

Name of victim (if known): _____

Institute Status: Student Institute Employee Other

Victim's email (if known): _____

Victim's phone number (if known): _____

INFORMATION REGARDING THE RESPONDENT (Person(s) the complaint is about)

Respondent's name (if known): _____

Institute Status: Student Institute Employee Other

Respondent's email (if known): _____

Respondent's phone number (if known): _____

TYPE OF COMPLAINT (Select ALL that apply)

- | | |
|--|--|
| <input type="checkbox"/> Gender Discrimination | <input type="checkbox"/> Sexual Harassment |
| <input type="checkbox"/> Sexual Assault | <input type="checkbox"/> Sexual Misconduct |
| <input type="checkbox"/> Stalking | <input type="checkbox"/> Rape |

Date and time alleged incident occurred: _____