

**{{Full\_District\_Heading}}**

**COMMUNITY RELATIONS**

**4120F**

**Concern You Would Like Addressed**

(Please keep your presentation to one sheet. Thank you.)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Subject: \_\_\_\_\_

\_\_\_\_\_

Problem: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Examples that demonstrate the problem: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Results: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suggested Solutions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Response Date: \_\_\_\_\_

Person Responding: \_\_\_\_\_

{{Full\_District\_Name}}

**Response to Concern**

*If the complaint pertains to sexual harassment or sexual misconduct, the concern should be remanded to the Title IX Coordinator to address in accordance with Policy 3085.*

Person Responding: \_\_\_\_\_ Response Date: \_\_\_\_\_

Method used to communicate response: \_\_\_\_\_

Actions taken to investigate concern: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

People contacted in gathering information upon which to make decision: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Findings of the investigation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Decision: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Results of communicating the decision: \_\_\_\_\_

\_\_\_\_\_

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Signature