



## Harassment or Discrimination Reporting Form

Bay District Schools policy prohibits discrimination on the basis of sex in any educational program or activity. If you believe you have been subjected to harassment or discrimination, please complete this form or submit a letter with the same information.

**Reporter Name:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Incident Date/Time, if known:** \_\_\_\_\_

**Location, if known:** \_\_\_\_\_

**Primary Concern (Required)**, please explain as clearly and neatly as possible, what happened and when, why you believe it happened, and the harassment/discrimination that occurred. Please indicate who was involved and any other persons. Please use additional sheets if necessary:

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**Persons Involved**, please list any persons whom we may contact for additional information to support or clarify your report:

Name	Address	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Please submit to Bay District Schools, Title IX Coordinator Holly Buchanan by mail, email, phone, or fax: 1311 Balboa Avenue, Panama City, Florida 32404 - (850) 767-4322, Fax (850) 747-5292, [buchahd@bay.k12.fl.us](mailto:buchahd@bay.k12.fl.us) or file the complaint with any school level administrator.

Please Note: This form is not reviewed after hours, on weekends, or during school holidays or breaks.