

# Alief Independent School District

\_\_\_\_\_  
Date  
Completed

## Title IX Incident Reporting Form

This form should be completed and submitted as soon as possible after learning of an incident that may violate the Title IX Policy. If you have questions about completing this form, please contact the office of Human Resources at 281-498-8110, extension 29142.

Please answer all questions as thoroughly as possible. If you do not know an answer to a question, please type "Unknown". If a question may not apply, type "N/A".

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### Background Information:

Date of incident (Required): \_\_\_\_\_ Time of incident: \_\_\_\_\_

Your full name: \_\_\_\_\_

Your position/title: \_\_\_\_\_

Your phone number: \_\_\_\_\_

Your e-mail address: \_\_\_\_\_

Your home address: \_\_\_\_\_

Specific location of  
incident (Required):  
Limit of 250 characters

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### Involved Parties:

Please list the name of the individuals involved in this incident, including as many of the listed fields as you can provide. Be sure to include anyone connected to this incident or that has been contacted regarding this incident. "**Complainant**" refers to the individual for whom the action was directed towards, and "**Respondent**" refers to the individual allegedly engaging in the behavior/policy violation.

Name: \_\_\_\_\_ Select role: \_\_\_\_\_  
(See above)

Campus or Department: \_\_\_\_\_

Phone number: \_\_\_\_\_ ID number: \_\_\_\_\_

Full e-mail address: \_\_\_\_\_

Witnesses: \_\_\_\_\_

**Questions:**

Please provide a detailed description of the incident/concern using specific, concise, objective language (Who, what, where, when, why, and how). (Required)

Have you shared this information with other supervisors? If so, please provide details. If no information has been shared, please indicate so. (Required)

**Supporting Documentation:**

Please e-mail to [Darrell.Alexander@aliefisd.net](mailto:Darrell.Alexander@aliefisd.net). If you have any pictures or other documentation, please attach it to the e-mail as well.

If you have any questions, please contact Human Resources at (281) 498-8110, extension 29142.