



**MIAMI-DADE COUNTY PUBLIC SCHOOLS**  
**Office of Civil Rights Compliance**

**STUDENT/PARENT COMPLAINT FORM**

**STUDENT'S NAME:** \_\_\_\_\_ **STUDENT ID #:** \_\_\_\_\_

**PARENT/GUARDIAN NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **SCHOOL:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**WORK PHONE:** \_\_\_\_\_ **HOME PHONE:** \_\_\_\_\_

**Instructions:** The purpose of this form is to assist you in presenting your complaint, in accordance with School Board guidelines. The information you provide on this form will allow staff in the Office of Civil Rights Compliance (CRC) to decide what questions to ask of individuals with knowledge of the facts concerning your complaint.

It is requested that you provide as much detail as possible when completing the *Student/Parent Complaint Form*. Please attach any documents which you believe will support your statement. If you need additional space, feel free to attach additional pages. All the information provided must be true and accurate.

1. *What person(s) allegedly harassed, discriminated and/or retaliated against you?*
  
  
  
  
  
  
  
  
  
  
2. *Did you report this to a region administrator, teacher, school staff member, or school site administrator? If yes, please give the name(s) of those individual(s) and if possible, provide a work location or phone number where they can be reached. State specifically what you said and the response(s) given and/or the action taken by the administrator.*
  
  
  
  
  
  
  
  
  
  
3. *What is the most recent date you were discriminated against?*

4. Please check the applicable category upon which your complaint is based. It should be noted that the descriptions provided below are intended to assist you with understanding the varying categories and should not be considered "legal definitions." Please describe each alleged discriminatory act, the name(s) of each person (s) involved and, why you believe the discrimination was because of race, disability, age, etc.

\_\_\_\_ **Age** - This category prevents denial of equal employment and/or educational opportunities and/or harassment because of a person's age.

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\_\_\_\_ **Citizenship Status** - This category prevents denial of equal employment and/or educational opportunities and/or harassment based on that individual's citizenship or immigration status.

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\_\_\_\_ **Color** - This category prevents denial of equal employment and/or educational opportunities and/or harassment because of a person's skin tone. Color discrimination can be a subclass within a race and is based on the fact that a person's skin tone is different from their own. As such, color discrimination can occur within the same race. For example, someone who is darker complexioned may discriminate against someone who has a lighter complexion although they are both members of the same race.

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\_\_\_\_ **Disability** - This category prevents denial of equal employment and/or educational opportunities and/or harassment because a person either has or is perceived to have a permanent impairment that substantially limits or prevents a major life activity.

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\_\_\_\_ ***Ethnic or National Origin*** - This category prevents denial of equal employment and/or educational opportunities and/or harassment because of a person's or his/her ancestor's, place of origin or because an individual has the physical, cultural or linguistic characteristics of a national origin group.

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\_\_\_\_ ***Family Medical Leave Act (FMLA)*** - This category prevents the harassment of and/or discrimination against an eligible employee exercising their right to take up to 12 work weeks of leave during any 12-month period for one or more of the reasons defined in the Family Medical Leave Act (FMLA) statute.

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\_\_\_\_ ***Gender*** - This category prevents denial of equal employment and/or educational opportunities and/or harassment because of a person's gender or sex; it ensures that males are not treated differently from females and/or vice versa. Gender discrimination also includes sexual harassment and pregnancy discrimination which are explained below.

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\_\_\_\_ ***Gender Identity*** - This category prevents denial of employment and/or educational opportunities because of a person's gender-related identity, appearance, expression or behavior, regardless of the individual's assigned sex at birth.

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\_\_\_\_ ***Genetic Information Nondiscrimination Act (GINA)*** - This category prevents denial of equal employment and/or harassment because of a person's genetic information; it ensures that individuals are not treated differently because of genetic information.

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\_\_\_ **Linguistic Preference** - This category is a subclass of national origin discrimination that prevents denial of equal employment and/or educational opportunities and/or harassment because of the language a person speaks unless there is a legitimate business need for requiring that a specific language be spoken.

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\_\_\_ **Marital Status** - This category prevents denial of equal employment and/or educational opportunities and/or harassment because a person is or is not married.

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\_\_\_ **Political Beliefs** - This category prevents denial of equal employment and/or educational opportunities and/or harassment because of a person's support and/or affiliation or lack thereof with a particular political party.

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\_\_\_ **Pregnancy** - This category is a form of gender/sex discrimination that prevents denial of equal employment and/or educational opportunities and/or harassment of women who are with child.

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\_\_\_ **Race** - This category prevents denial of equal employment and/or educational opportunities and/or harassment because of a person's race. The five recognized races are American Indian or Alaska Native, Asian, Black or African American, Hawaiian or Other Pacific Islander, and White. Because everyone has a race they can be discriminated against because of race. Persons from mixed racial backgrounds do not need to prove their exact heritage in order to assert that they have been discriminated against based on race. Likewise, this category covers persons being discriminated against because they are married to persons of a

different race from their own.

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\_\_\_\_ **Religion** - This category prevents denial of equal employment and/or educational opportunities and/or harassment because of a person's sincerely held religious practices. In certain circumstances, it affords persons' accommodations based upon their sincerely held religious practices.

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\_\_\_\_ **Retaliation** - This category prevents persons from taking an adverse employment or educational action against any person that has opposed activity that violates a person's Civil Rights, or participated in an investigation pertaining to Civil Rights where there is a link between the adverse employment action and the person's opposition to Civil Rights violations or participation in a Civil Rights investigation.

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\_\_\_\_ **Sexual Harassment** - This category prevents unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to such conduct is made – either explicitly or implicitly – a term or condition of employment or participation in an educational program; submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or educational environment.

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\_\_\_\_ **Sexual Orientation** - This category prevents denial of equal employment and/or educational opportunities and/or harassment because of a person's sexual preference, this is based on whether an individual is heterosexual, homosexual, or bisexual.

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     **Social and Family Background** - This category prevents denial of equal employment and/or educational opportunities and/or harassment because of a person's socio-economic, familial and/or educational background.

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5. List the name(s) of other individuals who may have first-hand knowledge of the facts related to your complaint. If possible, please provide a work location or phone number where they may be reached.

**Name**

**Contact Information**

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6. What resolution are you seeking as a result of your complaint – what remedy are you seeking?

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I understand that the information I have provided will determine the scope of CRC's investigation of my complaint. I have read the above complaint and commit that the content provided is true and to the best of my knowledge, accurate. I understand that knowingly submitting false information may lead to disciplinary action(s) against me.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Printed Name of Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*(Please be sure to retain a copy of this form and all other supporting documents for your records.)*



**Miami-Dade County Public Schools  
Office of Civil Rights Compliance**

**PARENTAL AUTHORIZATION FOR STUDENT  
TO BE INTERVIEWED**

As part of the investigative process, the assigned investigator from the Office of Civil Rights Compliance (CRC) would like to interview your child. Therefore, this form is a request for your permission/authorization to interview your child regarding the following allegation \_\_\_\_\_.

Your presence at the interview is encouraged. Please indicate your approval/disapproval to allow your child to participate in the interview process by checking the appropriate lines below:

- I do consent to my child being interviewed by a CRC investigator.  
 I do not consent to my child being interviewed by a CRC investigator.
- I do wish to be present for my child's interview with a CRC investigator.  
 I do not wish to be present for my child's interview with a CRC investigator.

To ensure proper communication regarding this request and to coordinate your attendance at the interview, please provide a telephone number where you may be reached during normal business hours so that the assigned investigator may schedule your child's interview at a time when you are available: (\_\_\_\_) \_\_\_\_\_ (phone number).

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Printed Name of Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

(If the student is a minor, Parent/Guardian signature is required)

Please be sure to retain a copy of this form and all other supporting documents for your records.