

DISCRIMINATION INFORMAL RESOLUTION PROCESS CONSENT FORM

If a complaint of discrimination has been initiated, both parties may voluntarily engage in the district's informal resolution process. This form is for parties to review and sign to indicate their consent to participate in the informal resolution process.

CASE INFORMATION

Name: _____

Student ID: _____ Campus: _____

Employee ID: _____ Job Title: _____

Employee's School/Office Location: _____

INFORMAL RESOLUTION PROCESS

_____ (Initials) I have been notified of the basis of this complaint.

_____ (Initials) I understand that my participation in the informal resolution process is entirely voluntary.

_____ (Initials) I understand that my participation in the informal resolution process shall temporarily stop the district from using the grievance procedure.

_____ (Initials) I understand that I may stop the informal resolution process and return to the grievance procedure up until the informal resolution process is finalized. Once finalized, I understand that the final decision from this process is final, and cannot be appealed. I also understand that once the final decision is rendered, I cannot return to the grievance procedure for this complaint.

_____ (Initials) I understand that I am not to discuss what is shared during this proceeding, and once the proceeding is completed, I am not to discuss the outcome with others. If I do, I understand that I may be subject to disciplinary actions under the code of conduct.

Party's Signature

Date

This document was reviewed and initialed in front of:

Coordinator/Designee

Date

