HOW TO SEND A TITLE IX COMPLAINT TO THE U.S. DEPARTMENT OF EDUCATION AND U.S. DEPARTMENT OF JUSTICE

If you are concerned that your school is not responding appropriately to reports of sexual harassment, including sexual assault, the U.S. Departments of Education and Justice want to hear from you.

Sending in a complaint is easy: Just tell us what happened.
You do not need an attorney to send a complaint to the federal government. There are no costs, fees, or charges when you send us a complaint. And you do not need to include any law or reference any legal standards.

	U.S. Department of Education Office for Civil Rights (OCR)	**U.S. Department of Justice Civil Rights Division, Educational Opportunities Section (EOS)**
WHERE TO SEND A COMPLAINT:	• *By email:* ocr@ed.gov • *By phone:* 1-800-421-3481 • *Online:* https://ocrcas.ed.gov/ • *By mail:* U.S. Department of Education Office for Civil Rights 400 Maryland Ave., SW Washington, D.C. 20202	• *By email:* education@usdoj.gov • *By phone:* 1-877-292-3804 • *By mail:* U.S. Department of Justice, Civil Rights Division 950 Pennsylvania Avenue, NW Educational Opportunities Section, PHB 4300 Washington, D.C. 20530
A COMPLAINT SHOULD INCLUDE:	• Your name and contact information (address; phone number (optional)) • The name and location of the school where the discrimination occurred • A brief description of what happened, when it occurred, and the school's response • Any other documentation you want to include	
WHAT HAPPENS AFTER WE RECEIVE A COMPLAINT:	• OCR conducts an initial review of the complaint • OCR will notify you what action will be taken in response to your complaint (note: if your complaint is timely and under OCR's jurisdiction, OCR usually is required to open it) • If OCR opens an investigation based on your complaint, OCR staff will likely contact you to get additional information and documentation	• EOS conducts an initial review of the complaint • EOS will inform you as to what action can be taken in response to the complaint (e.g., whether EOS has authority to respond, whether EOS will open an investigation, or whether EOS will refer the complaint to another agency) • If EOS opens an inquiry into your complaint, you will have the opportunity to speak with an attorney and provide additional information and documentation

The U.S. Department of Education's Office for Civil Rights enforces federal civil rights laws to ensure that students can attend school free from race, color, national origin, sex, disability, and age discrimination. The U.S. Department of Justice's Civil Rights Division, Educational Opportunities Section enforces federal civil rights laws prohibiting discrimination based on race, color, national origin, sex, disability, and religion. Sexual harassment and sexual violence are forms of sex discrimination under federal law.

For more information, please visit www.ed.gov/ocr and www.justice.gov/crt.