HOUSTON INDEPENDENT SCHOOL DISTRICT
EEO Complaint Form

Time Limits: HISD EEO Complaints must be filed within 300 days from the date of the alleged violation in order to comply with Equal Employment Opportunity Commission (EEOC) guidelines.

Confidentiality: Confidentiality is maintained to the greatest extent possible. However, please be aware that EEO complaints are subject to the Open Records Act.

Instructions: Please complete and submit this form to your location supervisor, the appropriate CSO, or the EEO Office. Please be specific and write legibly.

EEO Case Number_____

COMPLAINANT:_____ ID Number: _____
First Name   MI   Last Name

Location:_____Business Phone:_____

Principal/Location Supervisor:_____

Home Address:_____Home Phone:_____
Street   City, State   Zip

Alleged discrimination in violation of Board Policy DAA (LEGAL & LOCAL) and DIA (LEGAL & LOCAL) is based on the following: *Check box(es)*

☐ Race   ☐ National Origin   ☐ Religion   ☐ Age   ☐ Disability   ☐ Retaliation

Sex (Please Specify): ☐ Gender; ☐ Sexual Orientation; or ☐ Pregnancy

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Respondents:

A.   List the name(s) and title(s) of individual(s) against whom you are filing this complaint:

Name:_____   Title:_____

Name:_____   Title:_____

Name:_____   Title:_____

Statement of Complaint:

B.   Description of alleged discriminatory incident(s) and date(s) of incident(s): *Please be as specific as you can to address your allegation(s) by answering Who? What? When? Where? Why? and How?*

_____

_____

_____

_____

_____

_____

_____

C. Your response or reaction to each incident of alleged discrimination:

_____

_____

_____

_____

_____

_____

_____

D. What remedy are you seeking: (Explain what results you would like as a result of filing this complaint.)

_____

_____

_____

_____

_____

E. Witnesses with telephone numbers for each:

Name: _____   Phone#: _____

Name: _____   Phone#: _____

Name: _____   Phone#: _____

This information is true and correct to the best of my knowledge.

_____
Signature of Complainant   Date

Send Copy to the EEO Office (HISD Route 1)   Received: _____
4400 West 18th Street (Level 1W), Houston, TX 77092
Phone: (713)556-7313; Fax: (713)556-7318
EEO Form Revised – 7/2013 (db)