

**INSTRUCTIONS ON HOW TO COMPLETE THE PHRC
EDUCATION DISCRIMINATION COMPLAINT**

STEP 1

Caption

| | | | |
|-----------------------|---|---------------|---|
| A | : | | |
| | : | | |
| Complainant(s) | : | PHRC Case No. | C |
| | : | | |
| v. | : | HUD No. | |
| | : | | |
| B | : | | |
| | : | | |
| Respondent(s) | : | | |

- A. Fill in the name of the individual or individuals filing this Complaint
- B. If you are filing the complaint on behalf of a minor child, the complainant should be identified as Name of Parent o/b/o Name of Minor Child (e.g. Mary Smith o/b/o Sam Smith)
- C. Fill in the name of every person, owner, proprietor, superintendent, agent, or employee of public accommodation; educational institution; or other entity against whom you are filing the complaint
- D. This section will be completed by the PHRC once the complaint is filed

STEP 2

Section 1: COMPLAINANT(S)

- A. Fill in your name and complete street address
- B. If any other persons are also filing the complaint, fill in their name and complete street address

STEP 3

Section 2: RESPONDENT(S)

- A. Fill in the name of the person, owner, proprietor, superintendent, agent, or employee of public accommodation; educational institution; or other entity against whom you are filing the complaint and provide their complete street address
- B. If you are filing the complaint against more than one person, owner, proprietor, superintendent, agent, or employee of public accommodation; educational institution; or other entity, provide the name and address for each one

STEP 4

Section 3: Respondent _____ is a public accommodation which is open to, accepts, or solicits the patronage of the general public.

- A. In the blank space, fill in the name of the entity against whom you are filing the complaint.

STEP 5

Section 4a: Respondent _____ is located at _____.

- A. Fill in the name of the respondent named in the complaint.
- B. Fill in the address of the physical location for the named respondent.

STEP 6

Section 4b: I applied for admission to Respondent _____ on _____.

- A. Only check the box if you applied for admission to the respondent named in the complaint.
- B. If you check the box, fill in the name of the respondent with whom you applied for admission.
- C. If you check the box, fill in the approximate date you applied for admission with the named respondent.

STEP 7

Section 4c: I attended Respondent _____ from _____ until _____.

- A. Only check the box if you attended the respondent named in the complaint.
- B. If you check the box, fill in the name of the respondent where you attended school.
- C. If you check the box, fill in the approximate dates you attended school with the named respondent.

7. A. Discipline because of race

1. My son, A.B., attended Happy Day School from 2018 until 2020.
2. On or about February 20, 2020, my son, A.B., received a five-day suspension for fighting.
3. My son, A.B., is an African American minor child.
4. My son, A.B., was in third grade at Happy Day School on February 20, 2020.
5. On February 20, 2020, my son and another student, C.D., engaged in a verbal and physical altercation.
6. C.D. initiated the altercation.
7. C.D. is a Caucasian minor child.
8. C.D. was in third grade at Happy Day School on February 20, 2020.
9. C.D. received a verbal warning for engaging in the altercation with my son, A.B.
10. C.D. did not receive any other disciplinary action as a result of the altercation with my son, A.B.

7. B. Discipline because of sex

1. My son, A.B., is male minor child.
2. C.D. is a female minor child.
3. C.D. only received a verbal warning for the altercation on February 20, 2020.
4. My son, A.B, received a five-day suspension for engaging in the altercation with C.D. on February 20, 2020.

STEP 11

Verification

- A. Verify that the statements contained in the Complaint are true and correct to the best of your knowledge, information and belief
- B. Sign your name on the “signature” line
- C. If you are filing the complaint on behalf of a minor child, you must sign the complaint
- D. Print your name on the “printed name” line
- E. Put the date you sign the Complaint on the “date” line
- F. If more than one person is filing the complaint, all named complainants must complete the verification