

INSTRUCTIONS ON HOW TO COMPLETE THE PHRC EDUCATION DISCRIMINATION COMPLAINT

	STEP 1 Caption		
A Complainant(s)	: : :	PHRC Case No.	
v.	:	HUD No.	С
В	: :		
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

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.
<u>STEP 5</u>
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.
<u>STEP 6</u>
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.
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<u>STEP 7</u>
Section 4c: I attended Respondent from until
A. Only check the box if you attended the respondent named in the complaint.

school.

C. If you check the box, fill in the approximate dates you attended school with the

B. If you check the box, fill in the name of the respondent where you attended

c. If you check the box, fill in the approximate dates you attended school with the named respondent.

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	SIEP 8
Section 5: Protected Classes	
□ Race:	□ Religious Creed:
□ Color:	□ National Origin:
□ Sex:	□ Ancestry:
□ Disability:	□ Retaliation
☐ Use of Guide or Suppor	t Animal □ Other (specify):
 in this complaint B. For example, if you all race, check the box nex your race C. Make sure you check t respondent engaged in D. For each protected class 	ded class(es) for which you allege discriminatory conduct lege that you were denied admittance because of your ext to race. Then, fill in the box next to race and specify the box for all protected classes for which you allege the discriminatory conduct in this complaint as box that you check, make sure you fill in the box and class, where applicable
	STEP 9
Section 6: Dates of Discrimin	
Beginning: Continuing?	Yes Ending:
A. You must specify the d	lates that the discriminatory action occurred. Next to

- beginning, provide the date that the discriminatory action first occurred
- B. Next to ending, provide the date on which the last act of discrimination occurred
- C. If the discriminatory conduct is presently continuing, check the box next to yes
- D. If the discriminatory conduct is no longer occurring, check the box next to no

STEP 10

Section 7: Describe the discriminatory conduct, with specificity, and explain how the discriminatory conduct is related to your protected class

- A. For each act of harm that has occurred, you must provide your protected class, the date the act of harm occurred, why you believe the act of harm was engaged in because of your protected class and any other relevant information pertaining to the act of harm alleged
- B. Each act of harm should be separately identified with a subparagraph
- C. For example:

- 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