



Community Academy of Philadelphia  
a Pennsylvania Charter School

**TITLE IX COORDINATOR**

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**Community Academy of Philadelphia, C.S.**

**Discrimination/Harassment  
Informal Resolution Request**

On \_\_\_\_\_, a formal complaint of harassment was filed with the school district. The Title IX Coordinator has provided to me and my parent/guardian the school district non-discrimination and harassment policies and explained the process that takes place based on the filing of a formal complaint.

After reviewing the District's policies and procedures, I am voluntarily requesting to participate in the ***Informal Resolution Process***. I would like to resolve the complaint through the Informal Resolution Process because I believe it is the best option to seek a resolution.

I understand that the Informal Resolution Process can only be initiated and proceed if both the Complainant and Respondent voluntarily agree to participate. I also understand that I can withdraw from the Informal Resolution Process at any time prior to agreeing to a resolution and resume the formal grievance process.

If the other individual and I agree to participate in the informal resolution process, I will be notified and the Title IX Coordinator will select a trained Informal Resolution Facilitator to manage the process.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date