



**Civil Rights
Complaint
Reporting Process -
Building Application**

Process

1. QR Code and hard copy made available in buildings.
2. Civil Rights Complaint Form - Westford Public Schools (building-based) submitted.
 - a. Questions on form are aligned with the Office for Civil Rights (OCR) Civil Rights & Conscience and Religious Freedom Discrimination Complaint Form.
3. Principal or building personnel designated by principal will contact individual regarding submitted complaint.

Locations For Posting in Buildings

K-5 Buildings

- Main Office
 - QR Code
 - Hard Copy
- Staff Restrooms
 - QR Code

6-12 Buildings

- Main Office
 - QR Code
 - Hard Copy
- Libraries
 - QR Code
- Cafeterias
 - QR Code
- Restrooms
 - QR Code

Reporting a Complaint

Two avenues for reporting:

1. QR Code with building-specific link
2. Hard copy with where to go for translation



Westford Public Schools - Civil Rights Complaint Form

If you feel discrimination has occurred within our school community based on race/color/national origin, age, religion/conscience, sex, disability, or other please complete this form.



After Complaint is Filed

Civil Rights Complaint Form - Westford Public Schools : Form submissions dete ▶ Inbox x



Form Notifications

to me ▾

Wed, May 12, 3:01 PM (21 hours ago)



Form Notifications (a Google Forms add-on) has detected that the form titled [Civil Rights Complaint Form - Westford Public Schools](#) has received 5 responses so far.

[Responses](#)

[Summary of form responses](#)

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Questions?

