The Gloucester County Special Services and Vocational-Technical School Districts encourage resolution of any problem or issue informally with the individuals involved. To provide staff and students with a procedure they can utilize to seek a remedy for alleged violations related to discrimination on the basis of race, creed, color, national origin, ancestry, age, genetic information, pregnancy, sex, religion, disability, military service, atypical cellular blood trait or nationality.

**Step 1**  Complete this form and return it to the Director of Human Resources. The Director of Human Resources will review the concern with the Affirmative Action Officer and begin the process.

Complainant

Complainant’s Address:

Date Problem was Presented

Name of staff or student Responsible for the alleged violation of the Affirmative Action Program:

Please describe what happened:

Staff/Student’s Signature  Date

Affirmative Action Officer’s Signature  Date

Director of Human Resources’ Signature  Date