University of Nebraska at Omaha
Intake Form

Office of Equity, Access & Diversity
207B Eppley Building
Omaha, NE 68182
(402) 554-3490
(402) 554-3777 (fax)

1. Please provide your contact information (print or type):

Name: ____________________________________________

Mailing Address: _______________________________________

Contact Phone: ____________________ Alt. Phone: ______________

Can a message be left on this number? Yes _____ No _____

___Faculty  ___Staff  ___Student  ___Visitor

If you are faculty or staff:
College/Unit: __________________________________________

Supervisor’s Name & Title: __________________________________

2. If you are reporting discrimination, what type are you reporting?

___Race  ___Color  ___Sex  ___Age  ___Religion  ___Disability

___Veteran’s Status  ___Sexual Orientation  ___Marital Status

___National/Ethnic Origin  ___Sexual Harassment  ___Retaliation  ___Other
3. Please provide the names of all parties involved in the incident leading to this report, their jobs and departments.

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4. In your own words, please explain what happened. Be specific. Include names (if known), dates, times, etc…. Attach copies of any written documents you think are important.

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5. What would you like for our office to do?

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________________________________________________________________________

The above report is true to the best of my knowledge. I understand that in order for the Office of Equity, Access & Diversity to take any action on this report, I will need to cooperate fully.

________________________________________________________________________

Signature ___________________________ Date ________________

The completed form should be signed and the signed copy must be either mailed in an envelope **clearly marked PERSONAL & CONFIDENTIAL** to the Office of Equity, Access & Diversity, EAB 207, Omaha, Nebraska 68182 or emailed to crussell@mail.unomaha.edu.