

RPS TITLE IX REPORTING PROCESS

1

Principal receives a complaint of an alleged Title IX violation (from the alleged victim, staff member, witness, parent, etc.)



2

Principal has 24 hours to send notification of the complaint to the school division officials/administration; Principal must complete pages 1 and 2 of the Administrative Investigation Form



3

Principal sends pages 1 and 2 of the Administrative Investigation Form via email to:
TitleIXReferrals@rvaschools.net
(Principal must use the email format as indicated on page 2 of the form)



6

Upon completion of the investigation, the Title IX Response Team will send the completed Administrative Investigation Form (pages 1 through 7) and all supporting documentation via email to: TitleIXReferrals@rvaschools.net



5

If the Title IX Response Team is dispatched to the school to conduct an investigation, the team will complete pages 3 through 7 of the Administrative Investigation Form



4

Once the Title IX Referrals Point-of-Contact receives the email notification, they will communicate with the Principal to discuss the next steps and determine if the Title IX Response Team should be dispatched



7

The Title IX Referrals Point-of-Contact will ensure that the case is ready for review and will forward all documentation to the attention of the Title IX Coordinator



8

The Title IX Coordinator will review the case and determine if there was a Title IX violation. The Title IX Coordinator will compose a letter to disclose the results of the case disposition



9

Title IX Coordinator will mail the final disposition letter to the parents/guardians of the victim(s), aggressor(s) and the Principal



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Richmond Public Schools
Title IX Coordinator
301 North Ninth Street, 17th Floor
Richmond, VA 23219
Phone: 804.780.7686
www.rvaschools.net/titleix

