

**[Name of School/University]**  
**Post Incident Report Checklist**

**Incident Report #:** \_\_\_\_\_

**Name(s) of Reporting Person (if known):** \_\_\_\_\_

**Complainant (if known):** \_\_\_\_\_ **Status:** Student/Employee/ Both/Neither

**Respondent (if known):** \_\_\_\_\_ **Status:** Student/ Employee/ Both/Neither

**Date of Incident:** \_\_\_\_\_

**Date of Report:** \_\_\_\_\_

**School or University should promptly meet with Complainant and do the following:**

- Provide a copy of the University/School's Title IX Policy and Procedures**
- Explain, offer and implement supportive measures**
- Explain retaliation**

**Complainant's wishes were asked and noted:** \_\_\_\_ Yes \_\_\_\_ No

**No Contact Order Requested:** \_\_\_\_ Yes \_\_\_\_ No

**Confidentiality was requested:** \_\_\_\_ Yes \_\_\_\_ No

If yes, confidentiality was explained and whether or not the request can be accommodated and the limitations, if any, confidentiality may place on effectively addressing a report: \_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_

**Formal Complaint:**

- Formal Complaint process discussed with Complainant and, if K-12 student, also parent/guardian**
- Decision regarding Formal Complaint**

\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Not Applicable (lack of jurisdiction) \_\_\_\_ Undetermined

If Yes, \_\_\_\_\_ Requested by the complainant

\_\_\_\_\_ Initiated by the Title IX Coordinator

If Yes, Informal Resolution Process explained to Complainant: \_\_\_\_ Yes \_\_\_\_ No

If incident is dismissed due to lack of jurisdiction, this was explained to Complainant: \_\_\_\_ Yes \_\_\_\_ No

If dismissed due to lack of jurisdiction, a written explanation for dismissal was sent to complainant along with information about right to appeal the dismissal:  Yes  No