

Record of Compliance

Complaint No. _____

Date: _____

The District must create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment.

Date (Enter N/A if not applicable)

- _____ Receipt of Formal Complaint (Attachment B)
- _____ Notification to Parties of Formal Complaint (Attachment C)
- _____ Notice of Dismissal (Attachment D)
- _____ Investigative Meeting Notice (Attachment E)
- _____ Investigator Disclosure of Evidence (Attachment F)
- _____ Final Determination (Attachment G)
- _____ Notification of Appeal (Attachment H)
- _____ Notification of Informal Resolution (Attachment I)

In each instance, the District must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District’s education program or activity. The basis is:

If a District does not provide a complainant with supportive measures, then the District must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The basis is:

The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

By: _____

Title IX Coordinator
[insert contact information]