

TITLE 34 EDUCATION  
SUBTITLE B REGULATIONS OF THE OFFICES OF THE DEPARTMENT OF EDUCATION  
CHAPTER I OFFICE FOR CIVIL RIGHTS, DEPARTMENT OF EDUCATION  
PART 106 NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR  
ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

**Basic Checklist for Title IX Compliance**

The following checklist was prepared to assist you in meeting some minimum requirements of the Title IX Regulations. It is not an exhaustive checklist and therefore should not be used as a substitute for careful reading of the regulation itself.

**§ 106.8 Designation of responsible employee and adoption of grievance procedures.**

1.  At least one Title IX coordinator has been designated to coordinate efforts to comply with Title IX, including investigations of any complaints.
2.  All students and employees have been notified of the name(s), office address(es), and telephone number(s) of the coordinator(s).
3.  Grievance procedures for students have been adopted and published.
4.  Grievance procedures for employees have been adopted and published.

(Authority: Secs. 901, 902, Education Amendments of 1972, 86 Stat. 373, 374; 20 U.S.C. 1681, 1682)

**§ 106.9 Dissemination of policy.**

5. The following have been notified of a policy of nondiscrimination on the basis of sex.
  - applicants for admission and employment
  - students and parents of students
  - employees
  - sources of referral of applicants
  - unions, professional organizations
6. Notification of a policy of nondiscrimination on the basis of sex has been placed in the following:
  - local newspapers
  - school newspapers and magazines
  - memoranda or other written communications distributed annually to each student and employee
  - announcements, bulletins, catalogs, student and faculty handbooks
  - application forms
7.  The above-listed publications are free of text and illustrations suggesting differential treatment on the basis of sex.
8.  Admission and recruitment representatives (including counselors or student advisors and personnel officers) have been advised of the nondiscriminatory policy and required to adhere to the policy.

(Authority: Secs. 901, 902, Education Amendments of 1972, 86 Stat. 373, 374; 20 U.S.C. 1681, 1682); [45 FR 30955, May 9, 1980, as amended at 65 FR 68056, Nov. 13, 2000]