

## Title IX Grievance-Process Log

**\*\*To be completed by Title IX Coordinator as each step occurs.\*\***

*Note: Numbers below correspond to the Leasor Crass Title IX Process Flowchart.*

District Case No. \_\_\_\_\_

<b>1. Report of Sexual Harassment</b>		Date of Report: _____
<b>COMPLAINANT</b>	<input type="checkbox"/> Student	<input type="checkbox"/> Employee
<i>Name</i>		
<i>DOB</i>		
<i>Grade/Position</i>		
<i>Campus/Dept</i>		
<i>Parent/Guardian</i>		
<i>Phone</i>		
<i>Email</i>		
<i>Address</i>		
<i>Advisor, if any</i>		
<i>SPED/504?</i>		
<b>RESPONDENT</b>	<input type="checkbox"/> Student	<input type="checkbox"/> Employee
<i>Name</i>		
<i>DOB</i>		
<i>Grade/Position</i>		
<i>Campus/Dept</i>		
<i>Parent/Guardian</i>		
<i>Phone</i>		
<i>Email</i>		
<i>Address</i>		
<i>Advisor, if any</i>		
<i>SPED/504?</i>		
<b>Incident Date(s)</b>		
<b>Incident Location(s)</b>		
<b>Who made report?</b>		
<b>Report made to?</b>		

<b>2. Title IX Coordinator: Discussion with Complainant</b>		Date: _____	
<b>Identities of All Present at Meeting</b> (name/relationship to complainant)			
<b>Discussion Checklist</b>	<input type="checkbox"/> Allegations	<input type="checkbox"/> Supportive Measures <i>(see step 3 below)</i>	<input type="checkbox"/> Formal Complaint Process

<b>3. Supportive Measures</b>		<input type="checkbox"/> Accepted	<input type="checkbox"/> Declined
<b>Describe supportive measure(s) accepted</b>			
<b>Date implemented</b>			

<b>4. Formal Complaint</b>		<b>Date Filed:</b> _____	
<b>Filed/Signed by</b> <i>(check one)</i>	<input type="checkbox"/> Complainant	<input type="checkbox"/> Title IX Coordinator	

<b>5a. Written Notice to All Parties</b> <i>*confirm &amp; document receipt of notice by all parties*</i>			
Notice must be sent to all known parties and must include: <ul style="list-style-type: none"> <li>• District Title IX Grievance Process</li> <li>• Informal Resolution Process, if any</li> <li>• Allegations (including known identities, conduct, date, location)</li> <li>• Statement that Respondent is presumed not responsible</li> <li>• Statement that determination of responsibility is made at end of grievance process</li> <li>• Right to have advisor of party's choice</li> <li>• Prohibits against false statements/information</li> </ul>			
	<b>Date Sent</b>	<b>Sent by</b>	<b>Receipt Confirmed</b>
Notice to Complainant			
Notice to Respondent			

<b>5b. Emergency Removal or Administrative Leave</b>	
<b>Date of Action</b>	
<b>Decided by</b>	
<b>Describe Action</b>	
<b>Emergency removal checklist</b>	
<input type="checkbox"/> Threat assessment <input type="checkbox"/> Determination <input type="checkbox"/> Notice of decision & right to appeal	

<b>6. Investigation</b>	
*Investigator should complete separate investigation log.*	
<b>Investigator assigned</b>	
<b>Position</b>	
<b>Date assigned</b>	
<b>Date Investigative Report Completed</b>	
<b>Date Report Sent to Parties</b>	

<b>7. <u>Informal Resolution</u></b>	
*Facilitator should complete separate informal-resolution log.*	
<b>Required Notice sent</b>	
<b>Facilitator assigned</b>	
<b>Date assigned</b>	
<b>Agreement date</b>	
<b>Withdrawal date</b>	

<b>8. <u>Dismissal</u></b>	
<b>Reason for Dismissal</b>	
<b>Date of Dismissal</b>	
<b>Required Notice sent</b>	

<b>9, 10, &amp; 11. <u>Hearing, Determination of Responsibility, Discipline/Remedies</u></b>	
*Decision maker should complete separate hearing/decision log.*	
<b>Decision maker assigned</b>	
<b>Position</b>	
<b>Date assigned</b>	
<b>Determination of Responsibility</b>	
<i>Date</i>	
<i>Result</i>	

<b>12. <u>Appeal</u></b>	
<b>Date of Appeal</b>	
<b>Required Notice Sent</b>	
<b>Appellate Decision Maker assigned</b>	
<b>Position</b>	
<b>Date assigned</b>	
<b>Decision on Appeal</b>	
<i>Date</i>	
<i>Result</i>	

<b>13. <u>Concluding Actions by Title IX Coordinator:</u></b>	
<b>Compile and secure all records related to complaint</b>	Date:
<b>Complete Records Checklist</b>	Date:
<b>Complete Response Summary</b>	Date:

Signature of Title IX Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_