



Connecticut Association of Boards of Education

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PRESENTS POLICY HIGHLIGHTS

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Title IX Summer Prep Worksheet

With the significant changes to Title IX over the past several years and the level of scrutiny districts face regarding implementation, summer is the ideal time to step back and evaluate your system for responding to sex discrimination complaints. This worksheet is designed to assist district Title IX Coordinators and their teams in reflecting on the complaints investigated and determinations resulting from those investigations, and plan ways for reducing such incidents.

Title IX Summer Prep Worksheet

(Adapted from Institutional Compliance Solutions)

Protecting all students from sexual discrimination and harassment is critical to improving school climate and ensuring all students have a safe environment to learn and thrive. Summer is the ideal time to reflect upon and evaluate your Title IX system and prepare for the upcoming school year.

This worksheet is designed to assist Title IX Coordinators to:

- Evaluate policies and procedures
- Analyze Title IX team preparedness and readiness
- Review incidence and trend data from the previous school year
- Plan effective prevention efforts

Use this tool to help guide your self-assessment and action planning.

CABE Reference Documents:

- Title IX Policy [4000.1/4200.1/5145.44](#)
- Title IX Grievance Procedures
- Title IX Forms and Postings
- Non-Discrimination Policy [0521](#)

Policies and Procedures Review

Use this space to evaluate your Title IX policies and procedures.

- ☐ Are the District's Title IX policies current, easy to access, and written in user-friendly language?

List any updates or issues you identify:

1. _____
2. _____
3. _____
4. _____

List any action or follow-up items:

1. _____
2. _____
3. _____
4. _____

☐ Is your Title IX team fully staffed and properly trained?

☐ Do you have the required roles filled?

List your team members and roles below:

Role	Name	Last Trained
Coordinator		
Investigator		
Decision-Maker		
Facilitator		
Appeal Officer		

Notes or team gaps to address:

Data Review from _____: Evaluate trends and identify barriers
(School Year)

Effective Supportive Measures:

1. _____
2. _____
3. _____

Barriers to Reporting:

1. _____
2. _____
3. _____

Metric	Value Notes
Total reports received	
Types of Reports (brief categories)	
Locations of Incidents (on/off campus, online)	
Student vs. staff involvement	
Number of formal investigations	
Number of informal investigations	
Outcome of formal grievances	
Supportive measures offered	
Noted barriers to reporting	

Follow-up Actions or Training Required Based on this Data

1. _____
2. _____
3. _____

Prevention Plan for the _____ School Year

- ☐ Do you have a prevention strategy for key times of year and audiences?
- ☐ Are Title IX contacts visible and easy to find?

List or plan your initiatives below:

Initiative or Campaign	Notes/Strategy
Visibility of Title IX Coordinator	
Orientation Presentations	
Posters/Videos/QR Codes	
Handbook Updates	
Social Media Use	
Domestic Violence Awareness	
Sexual Assault Awareness	

Additional Resources or Materials Required:

1. _____
2. _____
3. _____
4. _____

Athletic Equity Review

- ☐ Have you reviewed your athletic programs for Title IX compliance?
- ☐ Have you involved your athletic director in this review?

Complete this checklist for athletic equity:

Category	Observation/Gaps
Facilities Comparison	
Uniforms & Equipment	
Scheduling of Games & Practices	
Transportation Access	
Travel Budgets & Schedules	
Donations/Booster Club	
Participation & Proportionality	

Action Steps for Improvement:

1. _____
2. _____
3. _____
4. _____