

Title IX Discrimination Intake Form – Report of Possible Sexual Harassment

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is a federal law that prohibits discrimination based on sex in educational institutions that receive federal financial assistance. This form is to be completed by an individual reporting sexual harassment or an individual in the Title IX Coordinator’s office when a student, parent, district employee, or other person reports possible sexual harassment to the Title IX Coordinator’s office.

REPORTER INFORMATION

Case Number: _____
Reporter Name: _____
Email: _____
Phone Number: _____
Student ID: _____ Campus: _____
Employee ID: _____ Job Title: _____
Employee’s School/Office Location: _____

TYPE OF PROHIBITED CONDUCT

Discrimination based on: *(Check all that apply)*
 Sexual Harassment Sexual Assault Gender Based Harassment Dating Violence
 Stalking Retaliation Cyber Bullying Other

Date Incident Occurred:

Earliest _____ Latest _____

Continuing Action

ALLEGED VICTIM’S INFORMATION

Name: _____
School/Department: _____ Job Title _____
Email: _____ Employee ID: _____
Student ID: _____ Campus: _____
Extra-Curricular Activities: _____

Describe the prohibited conduct:

Please attach additional sheets, if necessary.

Were there any witnesses to this matter? (Please circle) Yes No

If yes, please list those who witnessed the incident(s) or have knowledge of the incident. Please attach additional names if needed.

Name: _____ School/Department: _____

Phone Number: _____ Email: _____

Name: _____ School/Department: _____

Phone Number: _____ Email: _____

Name: _____ School/Department: _____

Phone Number: _____ Email: _____

Did the reporter discuss the incident with any witnesses previously identified?

(Please circle) Yes No

Name: _____ Date: _____

Method or Communication: _____

Please identify any administrators, district employees, or law enforcement agency to whom a report has been made:

Reported to (Name): _____ Date: _____

Describe how concerns were reported: called them:

Results:

Reported to (Name): _____ Date: _____

Describe how concerns were reported:

Results:

Report taken by:

Title IX Coordinator/Designee

Date