



## Response Checklist for Title IX

Complainant:	
Respondent:	
Investigator:	

{Note: Documentation of all actions below is essential}

Policies Implicated (List) :	
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Date/Response/ Information	Action
	Date Report/Complaint of allegations received.
	Name/Title of person who received Report/Complaint.
	Date Report/Complaint received by Title IX coordinator.
	Does conduct, if proven, constitute sexual harassment?
	Date and description of supportive measures for Complainant (if any).
	Date of communication with Complainant to discuss supportive measures

	Date of communication with Respondent to discuss supportive measures.
	Date and description of supportive measures for Respondent (if any)
<b>Date/Response/ Information</b>	<b>Action</b>
	Date formal complaint filed.
	Date notice of formal complaint provided to all parties.
	Date of review of formal complaint allegations (consider reasons for dismissal).
	Date investigation initiated.
	Interview with and statement from Complainant
	Interview(s) with and statement(s) from Complainant's witnesses
	Interview with and statement from Respondent.
	Interview(s) with and statement(s) from Respondent's witnesses.
	Date preliminary investigation report and evidence provided to both parties.
	Date response to preliminary investigation report is due.
	Date response to preliminary investigation report received from Complainant, if any.
	Date response to preliminary investigation report received from Respondent, if any.
	Date final investigation report provided to both parties (must be same time) and Title IX coordinator.
	Date submission of questions from either party is due.
	Date questions received from Complainant, if any.
	Date questions received from Respondent, if any.
	Date responses to questions are due, if applicable.
	Date written determination by decision-maker provided to both parties and Title IX coordinator.
	Deadline for appeal of determination by decision-maker.
	Date disciplinary or corrective action taken.