

DISTRICT LETTERHEAD

TITLE IX RECORD KEEPING COVER SHEET

*All records related to a report of sexual harassment must be kept for a period of seven (7) years from the date of conclusion of the grievance process.

Date of Initial Complaint: _____

Date of Final Decision: _____

- Initial Report of Sex Discrimination (e.g., intake form, email, memo)
- Response to Report – Supportive Measures for both parties
- Appeal of Supportive Measures, if applicable
- Notice to Parties, if applicable
- Emergency Removal, if applicable
- Administrative Leave – Personnel, if applicable
- Informal Resolution Consent Forms, if applicable
- Informal Resolution Decision, if applicable
- Consultation with Member of IEP/504 Team, if applicable
- Relevant Permissible Evidence Submitted to Parties, including witness statements, photographs, electronic communications
- Notice to Parties of Opportunity to Submit Response to Evidence
- Investigative Report – Determination Outcome
- Documentation of Actions Taken, Remedies, and Discipline Imposed After Determination of Responsibility
- Appeals Documentation, if any
- Decision on Appeal

* The Title IX Coordinator must also retain copies of materials used to train the Title IX Coordinator, investigators, decision makers, and facilitators for seven (7) years.

