



IDENTIFY ALL AREAS FOR POSTING Title IX grievance process, notice of non-discrimination and Title IX Coordinator's contact information.

Compliance Aid: Title IX Coordinator Notification Checklist

ANALYZE how your campus will handle non-Title IX sexual misconduct: Conduct must both meet the Title IX definition of sexual harassment and occur within an education program or activity in order for the prescriptive Title IX process outlined in the new regulations to be triggered for an institution. Institutions have the discretion to handle all other "Non-Title IX sexual misconduct" such as an alleged sexual harassment that occurs during a study abroad trip.

Compliance Aids: K-12 Education Program or Activity Flowchart; K-12 Process Flowchart

APPOINT ROLES AND TRAIN The new regulations mandate specific training for your Title IX Coordinator, Investigators, Decision Makers, and Informal Resolution Facilitators.

Compliance Aid: Training Checklist; unlimited access to Title IX University® Core Curriculum Courses

DETERMINE YOUR TITLE IX PROCESS for faculty/staff/students – live hearing or no live hearing, informal resolution offered (and if so, in what form).

Compliance Aid: K-12 Process Flowchart

PREPARE flowcharts, forms and other documents to assist your team in working through their new Title IX Process. The new regulations require prescriptive timelines and information for different aspects of the process.

Compliance Aids: Notice of Allegations Checklist; K-12 Title IX Investigation Flowchart; Title IX Decision Maker Flowchart; Notice of Determination Checklist; Referral Forms between Title IX office and other school district departments; Notice of Informal Resolution Checklist; Appeals Checklist

IDENTIFY "OFFICIALS WITH AUTHORITY": The new regulations require all employees to report sexual misconduct/harassment to the Title IX Coordinator for purposes of the school district having "actual knowledge". Training for employees on their responsibilities is highly recommended.

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