

Designated Reporter: Checklist for Student Sex and Gender-Based Harassment

Designated Reporters have an obligation to report discrimination and harassment to the university.

Instructions: This form should be used to document student disclosures of sex and gender-based harassment as possible so that your memory is fresh. We recommend that you do not fill this form out during your conversation with the student, so that you can be fully engaged in listening. This form helps you ensure that you meet the reporting obligations of a designated reporter.

*Please note that any separate notes you keep may be subject to disclosure in a court or university process.

Student Information

Name:

Contact Number/E-Mail:

Date:

Employee Name:

Role as Designated Reporter employee:

I explained my role as a designated-reporter employee and my required reporting responsibilities to the student. I asked if the student if they would prefer to speak with confidential resources to help maintain the student's privacy.

I did not have a chance to explain my role as a designated-reporter employee and my reporting responsibilities to the student because the student never met with me face-to-face.

Other obligations:

I informed the student that when I share information with the Title IX Coordinator that means that one of our confidential staff from Dean of Students will reach out to the student to offer support services and resources, and to let the student know their rights. The student has the choice to respond to them or not.

I asked the student if they would prefer to remain anonymous or if they would like the University not to take action at this time. I let them know that the Title IX Coordinator will seriously consider their request before deciding upon any course of action.

Resources:

I provided the student with approved resource information (brochure or website printout, Callisto referral).

I facilitated connection to on-campus confidential resources by (walking them to Counseling, calling Care and Advocacy Program, etc.):

The student *accepted* or *declined* on-campus resource connection.

I consulted with _____ from the Care and Advocacy Program.
Name of confidential employee consulted

I reported this information to: _____

Employee Signature: _____