

**Designated Reporter: Checklist for Student Sex and Gender-Based Harassment Disclosures**  
*Designated Reporters must report discrimination, harassment, and retaliation to the university.*

**Instructions:** Take care to let the student know that you are available to speak with the student again, if that is what the student wants. Please fill this form out as soon after your interaction with a student as possible and retain this form for your records. Please do not keep notes separate from this form. Your notes may be subject to disclosure in a subsequent university or court process.

**Employee Name:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Role as Designated Reporter employee:**

I explained my reporting obligation to the student. I asked the student if they would prefer to speak with an assisting employee or confidential resource to help maintain the student's privacy.

I did not have a chance to explain my reporting obligation to the student.

**Other obligations:**

I informed the student that when I share information with the Title IX Coordinator that means that staff from the Office of Investigations and Civil Rights Compliance (OICRC) 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 resource information (website printout, Callisto, or another referral).

I facilitated connection to an on-campus confidential resource (walking them to Counseling, calling the Care and Advocacy Program with them, etc.): \_\_\_\_\_

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

I consulted with \_\_\_\_\_ from the Care and Advocacy Program (CAP) at (541-346-3216).

I reported this information to: \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_