

FINAL DRAFT 8/11/20

**West Chester Area School District
Post Incident Report Checklist**

Incident Report #: _____

Name(s) of Reporting Person (if known): _____

Complainant (if known): _____ Status: Student/Employee/ Both/Neither

Respondent (if known): _____ Status: Student/ Employee/ Both/Neither

Date of Incident: _____

Date of Report: _____

School or University should promptly meet with Complainant and do the following:

- Provide a copy of the University/School's Title IX Policy and Procedures
- Explain, offer and implement supportive measures
- Explain retaliation

Complainant's wishes were asked and noted: ____ Yes ____ No

No Contact Order Requested: ____ Yes ____ No

Confidentiality was requested: ____ Yes ____ No

If yes, confidentiality was explained and whether or not the request can be accommodated and the limitations, if any, confidentiality may place on effectively addressing a report: ____ Yes ____ No

Formal Complaint:

- Formal Complaint process discussed with Complainant and, if K-12 student, also parent/guardian
- Decision regarding Formal Complaint

____ Yes ____ No ____ Not Applicable (lack of jurisdiction) ____ Undetermined

If Yes, Requested by the complainant

Initiated by the Title IX Coordinator

If Yes, Informal Resolution Process explained to Complainant: Yes No

If incident is dismissed due to lack of jurisdiction, this was explained to Complainant: Yes No

If dismissed due to lack of jurisdiction, a written explanation for dismissal was sent to complainant along with information about right to appeal the dismissal: Yes No