**Record of Complaince**

Complaint No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The District must create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment.

Date (Enter N/A if not applicable)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Receipt of Formal Complaint (Attachment B)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Notification to Parties of Formal Complaint (Attachment C)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Notice of Dismissal (Attachment D)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Investigative Meeting Notice (Attachment E)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Investigator Disclosure of Evidence (Attachment F)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Final Determination (Attachment G)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Notification of Appeal (Attachment H)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Notification of Informal Resolution (Attachment I)

In each instance, the District must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District’s education program or activity. The basis is:

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If a District does not provide a complainant with supportive measures, then the District must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The basis is:

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The documentation or certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Title IX Coordinator  
 [insert contact information]