

## Checklist for the Title IX Informal Resolution Process

This below are questions that can be used to evaluate the use of the Title IX Informal Resolution Process. These questions are organized into the following sections: Appropriateness of the Informal Resolution Process, and the Requirements for the Use of the Informal Resolution Process.

### Appropriateness of the Informal Resolution Process

#### *Has the school or district:*

- |    |   |        |       |
|----|---|--------|-------|
| 1. | Discussed with the parties when informal resolution is appropriate? | Yes___ | No___ |
| 2. | Considered the needs of parties involved in each individual case?   | Yes___ | No___ |
| 3. | Considered the age of the parties involved?                         | Yes___ | No___ |
| 4. | Considered the developmental level of the parties involved?         | Yes___ | No___ |
| 5. | Considered the other capabilities of the parties involved?          | Yes___ | No___ |
| 6. | Considered the severity of the alleged misconduct?                  | Yes___ | No___ |
| 7. | Considered the likelihood of recurrence of the misconduct?          | Yes___ | No___ |

### Requirements for Use of the Informal Resolution Process

#### *Has the school or district:*

- |     |   |        |       |
|-----|---|--------|-------|
| 8.  | Initiated an informal resolution process only after receiving a written complaint?  | Yes___ | No___ |
| 9.  | Upon the receipt of a written complaint, notified known parties about the informal resolution process?  | Yes___ | No___ |
| 10. | Assured that both parties give voluntary, informed, written consent to attempt informal resolution?   | Yes___ | No___ |
| 11. | Assured that it <i>does not require</i> as a condition of enrollment or continuing enrollment waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment? | Yes___ | No___ |
| 12. | Assured that it <i>does not require</i> the parties to participate in an informal resolution process and may not offer an informal resolution process unless a formal complaint is filed?               | Yes___ | No___ |
| 13. | Assured that it <i>does not allow</i> informal resolution for allegations that an employee harassed a student?  | Yes___ | No___ |
| 14. | Assured that records of any informal resolution process will be retained for 7 years?   | Yes___ | No___ |
| 15. | Provided detailed notice to parties about the allegations, requirements of the process, circumstances where it does not apply, and consequences of participation?                                       | Yes___ | No___ |
| 16. | Assured that any Title IX Coordinators, Investigators, Decisionmakers, and any person who facilitates an informal resolution process is adequately trained?   | Yes___ | No___ |