

**titleixcoordinator@lsue.edu  (337) 550-1203**

**Confidential Advisor Reporting Form/Checklist**

**Information for Title IX Annual Report**

**Please do not provide any personally identifiable information unless the individual(s) request that you do so.**

**Date of Incident**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Location of Incident:**

[ ]  LSUE campus [ ]  Bengal Village Apartments [ ]  Off-campus LSUE event [ ]  Off-campus

**Complainant’s Affiliation**: [ ]  Student [ ]  Employee [ ]  None

**Respondent’s Affiliation**: [ ]  Student [ ]  Employee [ ]  None

**Type of Incident**: [ ]  Dating violence/domestic violence [ ]  Sexual assault [ ]  Sex discrimination

 [ ]  Sexual harassment [ ]  Stalking [ ]  Other (e.g., retaliation)

**Reported to Title IX Office**: [ ]  Yes [ ]  No **Reported to Law Enforcement:**  [ ]  Yes [ ]  No

**Name of Confidential Advisor**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Intake Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please review the following items with the individual:**

[ ]  Inform of rights under institutional policies, state law, and federal law

[ ]  Inform of reporting options, including option to report under institutional policy and criminal reporting (if applicable) (University and criminal justice proceedings can run concurrently)

[ ]  Inform of on-campus complaint/disciplinary process and possible outcomes

[ ]  Inform of reasonable accommodations (e.g., class/living changes) available from LSUE

[ ]  Inform of confidentiality and retaliation

[ ]  Inform about evidence collection (if applicable)

[ ]  Inform of off-campus resources (see brochure and/or website for the extensive list)

[ ]  Inform of criminal judicial process (if applicable)

**If the individual would like assistance from you in reporting the incident to the Title IX Coordinator and/or law enforcement, please have him/her sign and date here as acknowledgment:**

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 Signature Date