

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:

LSUS campus	Pilots Point Apartments	Off-campus LSUS event	Off-campus
Complainant's Affiliation:	Student	Employee	None
Respondent's Affiliation:	Student	Employee	None
Type of Incident:	Dating violence/domestic violence Sexual harassment Other (e.g., retaliation)	Sexual assault Stalking	Sex discrimination Power-based violence

Was this incident reported to the Title IX Office? Yes No

Was this incident reported to law enforcement? Yes No

Name of Confidential Advisor: Intake Date:

Items to Review 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 LSUS

Inform of confidentiality and retaliation

Inform about evidence collection (if applicable)

Inform of off-campus resources (see LSUS 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:

Signature:

Date: