

# Helpful Tips for Completing Equity & Title IX Report

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## **How to make a complete informative report:**

To make a complete and informative report, it is important to provide specific details. Ensure your report includes the following five important components before submission:

### **Component 1 – Basic Information Needed:**

- Date/time of report
- Date/time of incident
- Location of the incident
- Names and roles of involved parties:
  - The Complainant is the person affected, the Respondent is who the accused individual and witnesses are individuals who saw or heard the events

### **Component 2 – Factual Narrative:**

- Provide a clear and chronological report of what was being reported or what was observed. Avoid using assumptive, opinionated, or conclusive language. Write from an OBJECTIVE perspective.
  - What happened
  - When it happened
  - Where it happened
  - Who was involved or witnessed
  - How it occurred

### **Component 3 – Preservation of Evidence:**

- Note if any physical, digital, or video evidence exists (texts, emails, screenshots, camera footage)
- Indicate if the complainant was referred to preserve or submit evidence, and who referred them (if known)
- Indicate if any evidence was destroyed or lost (e.g., clothes, media)

### **Component 4 – Immediate Safety or Support Needs:**

- Document concerns of complainant (e.g., fear of retaliation, need for housing changes)
- Note if any interim measures were taken or requested (e.g., no-contact orders, academic support needs)

### **Component 5 – Reporter's Signature and Contact Information:**

- Include the name, job title, and full contact information including cell phone number and email
- Signature of the person submitting the report