

K-12 Title IX Coordinator Notification, Dissemination, and Publication Checklist Section 106.8

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1. Prepare the following information related to Title IX Coordinator:

- Name OR Title
- Office Address
- E-mail Address
- Telephone Number

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2. Prepare the following notifications:

- The district does not discriminate on the basis of sex
- The district is required by Title IX not to discriminate on the basis of sex
- The requirement not to discriminate based on sex extends to admission and employment
- Inquiries should be referred to Title IX Coordinator

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3. Prepare the following:

- District's grievance procedures and process
- How to report or file a complaint of sex discrimination
- How to file a Formal Complaint of Sexual Harassment
- How district will respond to reports

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4. Notify the following of the information in boxes 1-3:

- Applicants for admission and employment
- Students
- Employees
- Unions or professional organizations with collective bargaining or professional agreements

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5. Publish/promptly display the information in boxes 1-3:

- On website
- In all handbooks/catalogs and make them available to those identified in box 4