

**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