Title IX Procedure Flow Chart

**Summary:** This process outlines Jeffco's overall Title IX complaint process.

1. **Responsible Employee Reports Concern**
2. **Signed Complaint Received**
3. **Parent or Student Reports Concern**
   - **Support Measures**
   - **Emergency Removal**
   - **Refer to Threat Assessment Team**

   **Does Not Meet Title IX Criteria. Title IX Complaint Dismissed**

4. **Title IX Complaint Screening**
   - **Meets Title IX Criteria**
     - **Signed Informal Resolution**
     - **Title IX Coordinator agrees to Supportive Measures**
     - **Title IX Coordinator Chooses to Sign Formal Complaint**

   **Refer to Student Discipline/Code of Conduct**

5. **Signed Formal Resolution**
   - **Notice of Allegations**
     - **Investigation**
     - **Resolution/Hearing**
     - **Appeal**

**Notice to all parties of meetings and interviews. Time given to prepare**

**Review/Collect Evidence**
Opportunity to inspect and review all direct evidence. Allow 10 days for responses

**Investigative Report**
Investigator will consider responses and relevant evidence

**Review**
Opportunity to inspect and review investigative report. Allow 10 days for response

**Resolution or Hearing**

*Informal Resolution can occur at any time following the formal complaint*