

Philadelphia E&T Charter High School
Post Incident Report Checklist

Incident Report #: _____

Name(s) of Reporting Person (if known): _____

Complainant (if known): _____ **Status:** Student/Employee/ Both/Neither

Respondent (if known): _____ **Status:** Student/ Employee/ Both/Neither

Date of Incident: _____

Date of Report: _____

School should promptly meet with Complainant and do the following:

- ☐ **Provide a copy of the School's Title IX Policy and Procedures**
- ☐ **Explain, offer and implement supportive measures**
- ☐ **Explain retaliation**

Complainant's wishes were asked and noted: ____ Yes ____ No

No Contact Order Requested: ____ Yes ____ No

Confidentiality was requested: ____ Yes ____ No

If yes, confidentiality was explained and whether or not the request can be accommodated and the limitations, if any, confidentiality may place on effectively addressing a report: ____ Yes ____ No

Formal Complaint:

- ☐ **Formal Complaint process discussed with Complainant and, if K-12 student, also parent/guardian**
- ☐ **Decision regarding Formal Complaint**

____ Yes ____ No ____ Not Applicable (lack of jurisdiction) ____ Undetermined

If Yes, ____ Requested by the complainant

____ Initiated by the Title IX Coordinator

If Yes, Informal Resolution Process explained to Complainant: ____ Yes ____ No

If incident is dismissed due to lack of jurisdiction, this was explained to Complainant: ____ Yes ____ No

If dismissed due to lack of jurisdiction, a written explanation for dismissal was sent to complainant along with information about right to appeal the dismissal: ☐ Yes ☐ No