

## OBLIGATIONS OF RESPONSIBLE EMPLOYEE CHECKLIST – Student Complainants

Before a student reveals information that he or she may wish to keep confidential, the Responsible Employee should make every effort to ensure the student understands:	Date Discussed with Student	NOTES
Your obligation to report the information being given, including the names of those involved		
His/her right to file a Title IX complaint with the school and to report a crime to campus or local law enforcement		
The Title IX Coordinator will <i>consider</i> his/her request (optional) that the school maintain confidentiality		
He/She has the ability to share information confidentially with counseling, advocacy, health, mental health or sexual-assault related services (see below)		
You must provide him/her with a list of available support services on and off campus		
A Responsible Employee must complete the District’s Title IX Incident Report Form and provide it to the Title IX Coordinator immediately, but in no case more than 48 hours from knowledge <b><i>EVEN IF THE STUDENT DOES NOT MAKE A FORMAL COMPLAINT</i></b>	<b>DATE SUBMITTED</b>	<b>EVC – Irma Archuleta</b> 408.223.6749 <a href="mailto:irma.archuleta@evc.edu">irma.archuleta@evc.edu</a> <b>SJCC – Elaine Burns</b> 408.288.3729 <a href="mailto:elaine.burns@sjcc.edu">elaine.burns@sjcc.edu</a> <b>DO – Kim Garcia</b> 408.223.6704 <a href="mailto:kim.garcia@sjcccd.edu">kim.garcia@sjcccd.edu</a>

**WHEN IN DOUBT, REPORT TO THE TITLE IX COORDINATOR**