

TITLE IX INCIDENT REPORT FORM

For Sexual Harassment, Sexual Discrimination, Sexual Assault and Sexual Misconduct Complaints

(Please Print or Type, Add additional sheets as necessary to convey information.)

San José Evergreen Community College District (District) Administrative Procedure (AP) 3435 provides the procedure for San José City College and Evergreen Valley College students and employees to file a complaint against the District, other students, District employees or a third party (auxiliary organizations, independent contractors at the campus, campus vendors and their employees or campus visitors). AP 3435 includes the policy statement and Title IX enforcement. This form should be used by employees to report Title IX issues.

Date: _____

Must be reported within 48 hours

To: Adela Esquivel-Swinson
EVC Vice President,
Student Affairs & Title IX
Coordinator 408.223.6738

To: Roland Montemayor
SJCC Vice President, Student
Affairs & Title IX Coordinator
408.288.3146

To: Kim Garcia
Vice Chancellor, Human
Resources & Title IX
Coordinator 408.223.6704

From	Name	Title	
	Department	Division	
Complainant Information	Complainant Name <input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Community Member		ID Number
	Home Address		
	Telephone Number	Email Address	
Accused Party	Accused Party's Name (if known)		
	Accused Party's Information (Address, Phone Number and/or Email)		
Incident Information	Describe Incident - Please be as specific as possible, identify date, any witnesses, detailed description of factual events (sexual harassment, sexual violence, discrimination, retaliation) leading to complaint and the specific harm resulting from event/events. (Attach additional sheets as needed)		
Relevant Information	Describe and attach any relevant documentation.		
Action Taken	Describe steps taken to address student's concerns. (Attach additional sheets as needed)		