**Title IX Requirements Prior to September 30, 2020**

1. **Designate and provide contact information for at least one Title IX Coordinator**
   1. Select district Title IX Coordinator and at least one Title IX Coordinator for each school
   2. Provide name, title, office address, electronic email address, and telephone number for Title IX Coordinator.
   3. Contact information must be prominently displayed on schools’ website, in handbooks and in catalogs
   4. Contact information must be given to applicants for admission and employment, students, parents and/or legal guardians of elementary and secondary schools; employees, unions or professional organizations holding collective bargaining or professional agreements
2. **Designate at least one Investigator, Initial Decision Maker, Appeals Decision Maker**
   1. Title IX Coordinator and Investigator may be the same person
   2. Title IX Coordinator, Initial and Appeals Decision Makers cannot be the same person
   3. Title IX Coordinator/Investigator typically serves as Assistant Principal/Leader
   4. Initial Decision Maker typically serves as School Principal/Leader
   5. Appeals Decision Maker may serve on district/Authorizer level
3. **Designate Informal Resolutions Facilitator, if desired**
   1. Position is optional, but can potentially expedite case resolution within established guidelines
   2. Position can be on the school or district level
4. **Prepare and distribute following notifications to persons in 1-d above**
   1. Named school does not discriminate based on sex in education programs or school activities
   2. Named school is required by Title IX not to discriminate based on sex
   3. Requirement not to discriminate based on sex extends to admissions and employment
   4. Refer inquiries about Title IX application to school’s Title IX Coordinator
5. **Develop, publish, and provide grievance procedures** 
   1. Develop district/authorizer grievance procedures and processes to include forms for submitting formal complaints
   2. Publish grievance procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited under this regulation.
   3. Provide copy of grievance procedures and process, to include how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the recipient will respond
6. **Provide training on Title IX Coordinator responsibilities, investigation and grievance process**
   1. Definition of sexual harassment and other legal terms
   2. Scope of Education Program/Activity (Jurisdiction)
   3. Hearings, appeals, and informal resolution processes
   4. How to serve impartially to avoid prejudgment of the facts, conflicts of interest/biases
   5. Investigator, Decision maker, and Informal Resolution Facilitator process and report writing