

Title IX Intake Form –Internal Use

This is not a confidential report!

RESPONSIBLE EMPLOYEES, PLEASE COMPLETE SECTION I, GIVE A COPY OF INFORMATION ON BACK TO PERSON REPORTING, AND REFER PERSON TO TITLE IX COORDINATOR.

Section I: General Information

Complainant:

Type of Allegation:

Respondent:

Clery Act Reportable? Y N

Date of Intake:

If yes, was report submitted to Safety and

Date/Location of Incident

Security? Y N

Additional Information:

Does complainant wish to file a formal complaint?

Does complainant understand the College may need to pursue an investigation?

Section II: Resource and Question Checklist

RESOURCE GIVEN	DATE	COMMENTS
Medical and Counseling Information		
Law Enforcement Information		
Community Resources		
Campus Disciplinary Process		

Did you review:	Y/N and Notes
Resources for obtaining a support person?	
Interim steps for support student?	
Filing a complaint?	
No Contact Order process?	

If you have any questions regarding this form, please contact the Title IX Coordinator or a Title IX Deputy. Once completed as much information as you can, please return via email or hand deliver to Title IX Coordinator within 5 weekdays of intake.

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***Allegheny College Policy Against Discriminatory and
Sexual Harassment Including: Sexual Assault and Other Forms of Sexual
Violence, Dating Violence, Domestic Violence and Stalking.***

No member of the Allegheny College community should tolerate discriminatory or sexual harassment, sexual assault or other forms of sexual violence, dating violence, domestic violence or stalking. Allegheny College prohibits all such forms of conduct in its community by any member of the Allegheny College community or by any guest or visitor to Allegheny. Individuals experiencing, observing, or otherwise having information regarding any of these types of misconduct are urged to report the information immediately to one of the persons listed as a resource on the following pages. The College takes all such reports seriously and will respond promptly.

REPORTING OPTIONS:

Confidential reporting means that you can talk with someone and they are not required by law to report any assault that may have already occurred. These reporting options include clergy, physicians and licensed counselors available at these locations:

College Counseling Center, 332-4368

Winslow Health Center, 332-4355

Emergency Room-Meadville Medical Center, 751 Liberty Street, 333-5500

Meadville Crisis Line, 324-2732

College Chaplain, 332-2800

Women's Services, 333-9766

Non-Confidential reporting means that you talk with someone who is required to report that an assault may have taken place. This does not mean that you need to file a complaint through the College, but the Title IX Coordinator for Allegheny will ask to meet with you and discuss your reporting options.

Inclusion, Diversity, Equity, Access & Social Justice (IDEAS) Center, 332-2718

Title IX Coordinator and Deputies

Safety and Security, 332-3357, who will in turn contact the Meadville Police.

You can also report to any faculty or staff member that you are comfortable talking with about the incident; however, that person will be required to make a report to the Title IX Coordinator.