

Robbins Schwartz

AVAILABLE NOW: TITLE IX TOOLKIT FOR HIGHER EDUCATION INSTITUTIONS

On **May 6, 2020**, the U.S. Department of Education released its final Rules governing how higher education institutions must address allegations of sexual harassment under Title IX of the Education Amendments of 1972 (“Title IX”). The Rules, which went into effect on **August 14, 2020**, require significant revisions to institutions’ grievance procedures, as well as training for personnel who are involved in the Title IX investigation and grievance process. To assist your institution in implementing the new Rules, our attorneys have developed a Toolkit of required forms and notices for use by higher education institutions in processing Title IX sexual harassment reports and complaints.

The Title IX Toolkit is designed to accompany our recently developed Sex-Based Misconduct Policy and Procedures templates, which incorporate the new Title IX requirements, along with existing requirements under other related State and federal laws. If your institution has not yet purchased our Sex-Based Misconduct Policy and Procedures templates and you would like more information regarding these documents, please contact Caroline Roselli at croselli@robbins-schwartz.com and Emily Bothfeld at ebothfeld@robbins-schwartz.com or any Robbins Schwartz attorney.

Our Title IX Toolkit includes the following forms and notices:

- Title IX Sexual Harassment Screening Flowchart
- Title IX Formal Complaint Process Flowchart
- Notice Letter to Complainant of Policies Applicable to Investigation of Allegations of Sexual Harassment
- Notice Letter to Complainant/Respondent of Complaint Allegations
- Notice Letter to Complainant/Respondent of Dismissal of Allegations
- Notice Letter Regarding Informal Resolution
- Consent to Participate in Informal Resolution
- Resolution Documentation / Agreement Template
- Notice Letter of Investigative Interview
- Notice Letter to Complainant/Respondent of Investigation Evidence and Right to File Response
- Investigation Report Template
- Notice Letter to Complainant/Respondent of Hearing, Final Investigation Report and Right to File Response
- Determination of Responsibility Letter
- Notice Letter to Complainant/Respondent of Appeal
- Appeal Determination Letter

We are pleased to offer the Title IX Toolkit on a flat-fee basis with the option to purchase the entire Kit, or to selectively obtain individual items.

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For more information on pricing, please see the pricing sheet linked here. You can contact Carolyn Riehle at criehle@robbins-schwartz.com or any Robbins Schwartz attorney, with questions or if your institution is interested in purchasing the Toolkit.