**TITLE IX DOCUMENTATION FORM**

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| **PURPOSE**This form is an optional tool to document the details of something that has occurred. If you do not remember details or are uncomfortable answering certain questions, you may leave these items blank. What you do with this form is up to you. You can keep it for yourself, show this record to police, send it to the Title IX Coordinator, or provide it to your therapist, an attorney, or another provider. As the College, we encourage users of this form to report instances of alleged sexual misconduct to the College or law enforcement, where applicable. |

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| **SAVE & PROTECT THIS FORM FROM HACKING**1. After entering your information, *save this form as a PDF*
2. Save the PDF to a new USB device, and delete any copies from your computer
3. Password-protect the PDF form
	* Mac: In the Preview app on your Mac, open the PDF you want to password-protect. Choose File > Export, then select Encrypt. Type a password, then retype it to verify the password.
	* Windows: Open the Office document. Click the File menu, select the Info tab. Select Protect Document button. Click Encrypt with Password. Enter your password. Click OK.
	* Adobe Acrobat: Open the PDF and select Tools > Protect > Encrypt > Encrypt with Password. Click Yes to change the security. Select Require a Password to Open the Document. Type the password.
4. Keep the USB storage device in a place only you can access
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| **REPORTING TO CENTRAL COLLEGE**1. You are encouraged, but are not required, to use this form to report to the College. If you choose to do so, you may email it to TitleIX@central.edu and/or print and share it with the Title IX Coordinator in person or by campus mail.
2. Other ways to report to the College without using this form are by calling, emailing, writing or meeting with the Title IX Coordinator and/or Deputy Title IX Coordinators.
3. Contact information for Central College’s Title IX Coordinator and Deputy Title IX Coordinators is at <https://central.edu/about/title-ix/>.
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| **DOCUMENTING WHAT HAPPENED****WHEN** **What year did this happen?** [ ] This year  [ ] Last year  [ ] A different year \_\_\_\_\_\_\_\_**What season/semester was it?** [ ] Spring  [ ] Summer [ ] Fall**Do you know the exact date?**  [ ] Yes. It is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] I’m not sure **What time of day was it?** [ ] Morning [ ] Afternoon [ ] Evening [ ] Late Night (after 10 pm) [ ] I know the exact time. It was \_\_\_\_\_\_\_\_**Is there anything else you remember about the date?***Examples: holidays, day of the week, games, school or social events around that time, etc.* |

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| **WHERE****Where did it happen?**  [ ] On Campus [ ] Off Campus, locally (local bar, local housing complex, etc.) [ ] Away from school (out of city/state/country) [ ] I’m not sure [ ] I’d rather not say [ ] Other \_\_\_\_\_\_\_\_\_\_\_\_**Are there any other details you remember about the location?***Examples: exact address, area of campus, intersection, building number, neighborhood, buildings or trees nearby, colors you remember, etc.* |

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| **PEOPLE WHO KNOW OR MIGHT KNOW****Did anyone else see or hear either all or any part of what happened?**  [ ] Yes [ ] No [ ] I’m not sure**If yes, who:****Did you interact with anyone right before or after the incident?***This could be people who were at the scene of the incident or nearby, who saw you or the other person(s) involved leave, or who helped you call for help.*  [ ] Yes [ ] No [ ] I’m not sure**If yes, who:****What other information do you know about any of the people described above?** *Examples: how many people, what they saw or heard, their relationship to you, where they may have been standing or sitting, how physically close to you they were.***Did you tell anyone about the incident?**  [ ] Yes [ ] No**If yes, who:****What other information do you know about the people you told?** *Who you told, what you told them, when you told them, how you told them (on the phone, in person, over text, etc.), their relationship to you or the other person/people involved, etc.***Do you know if the other person told anyone about the incident?**  [ ] Yes [ ] No [ ] I’m not sure |

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| **INCIDENT(S)****What happened?** *Include anything you are able to remember around what you felt, saw, heard, smelled, tasted, or anything you can’t forget about your experience or experiences with the other person(s) involved.*  |

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| **OTHER PERSON/PEOPLE INVOLVED****How many other people were there?** *It’s okay if you are not sure, just put what you can remember.***What is their name?/What are their names? (if known)****Do you know any other information about this person/these people?***Examples: cell phone number, what job they have, if you’ve seen them before, how you know them, any physical characteristics (hair color, identifiable marks, tattoos, clothing, moles or birthmarks), or anything you could not forget about them.***Was the other person with anyone else either at the time of the incident, or directly before or after?** [ ] Yes [ ] No [ ] I’m not sure**If yes, who:****What other information do you know about these other people?**  |

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| **EVIDENCE**If you choose to report what happened to the Title IX Coordinator or the police, they may ask you for electronic and/or physical evidence of what happened. The following is potential evidence which should be preserved if you have it, and steps taken to do so:**Electronic Evidence Includes:** * Emails, Photos, Videos
* Text messages
* Screenshots
* Social media interactions (Twitter, Facebook, Snapchat, Instagram, etc.)

**Preserving Electronic Evidence:*** Save copies of electronic evidence on a USB drive that only you have access to, including screenshots of any relevant electronic communication or interaction.
* Don’t delete any messages, even if you have a screenshot.
* Take screenshots in a way that they show the flow of the conversation (repeating the last line on the top of the next screen shot).

**Physical Evidence Includes:*** Clothing
* Bedsheets
* Condoms
* Any evidence collected as part of forensic exam (“rape kit”)

**Preserving Physical Evidence:*** Place each item of potential physical evidence in its own paper bag (plastic bags can eliminate DNA) and store someplace only you can access (i.e. out of common spaces, away from roommates)

**What types of evidence do you have now (or think might exist)?**  |