



One University Place • Shreveport, LA 71115 • (318) 797-5071

**Confidential Advisor Reporting Form/Checklist**

**Information for Title IX Annual Report**

Please do not provide any personally identifiable information unless the individual(s) request that you do so.

**Date of Incident:** \_\_\_\_\_

**Location of Incident:**

- LSUS campus  University Court Apartments  Off-campus LSUS event  Off-campus

**Complainant’s Affiliation:**  Student  Employee  None

**Respondent’s Affiliation:**  Student  Employee  None

**Type of Incident:**  Dating violence/domestic violence  Sexual assault  Sex discrimination  
 Sexual harassment  Stalking  Power-based violence  
 Other (e.g., retaliation)

**Reported to Title IX Office:**  Yes  No

**Reported to Law Enforcement:**  Yes  No

**Name of Confidential Advisor:** \_\_\_\_\_

**Intake Date:** \_\_\_\_\_

**Please review the following items with the individual:**

- Inform of rights under institutional policies, state law, and federal law
- Inform of reporting options, including option to report under institutional policy and criminal reporting (if applicable) (University and criminal justice proceedings can run concurrently)
- Inform of on-campus complaint/disciplinary process and possible outcomes
- Inform of reasonable accommodations (e.g., class/living changes) available from LSUS
- Inform of confidentiality and retaliation
- Inform about evidence collection (if applicable)
- Inform of off-campus resources (see brochure and/or website for the extensive list)
- Inform of criminal judicial process (if applicable)

**If the individual would like assistance from you in reporting the incident to the Title IX Coordinator and/or law enforcement, please have him/her sign and date here as acknowledgment:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date