

**Title IX Compliance Crosswalk**

**Center:**\_\_\_\_\_

Regulation Requirement	Decision or Process Needed	Recommendation(s)	Responsible for Implementation
Must have a designated Title IX Coordinator	Determine who will be the Title IX Coordinator. One for each School or National	Each School Principal (or Lead Education Administrator)	
Must have a designated Title IX Decision Maker (or Committee)	Determine who will be the reviewer of the facts and determine if the standard of evidence has been met	Center Executive Director and Center PO Director	
Title IX Investigators to collect evidence and present to the decision maker	Determine who will investigate Title IX grievances	Certified Center Investigators including People Operations investigators	
Must have a Title IX Appeals Coordinator (or committee)	The Appeals Coordinator must be independent from the previous process	Ops VPs, SVP People Operations, VP Education	
Update Policies to incorporate Title IX requirements	Identify current policies that require revision to comply with Title IX	Compliance to identify, Sponsors to update	
Update Policies to incorporate Title IX requirements	Provide overview of Title IX to Policy Sponsors	Education, Legal, Compliance	
Create New Title IX Policies as needed	Outline Specific Title IX requirements		
Determine Standard of Evidence	Update Investigation Template and investigation best practice to include standard of evidence	Legal, Compliance	
Must provide Training to all title IX team members	Obtain Training Material from OCR Site and other trusted sources	Education, Compliance, Legal,	
Must provide Training to all title IX team members	Create Devereux specific training	Training/Learning Department (LMS)	
Insert updated Sexual Harassment and Grievance Policy on Center/School Web site		Center and/or National Communications	
Insert Title IX Coordinator name and Contact Information on Center/School Web Site		Center and/or National Communications	
Insert Title IX Coordinator name and Contact Information in Individuals/Family Handbook		Family Coordinator	
Prepare Communication Letter to send to Parents and individuals notifying them of the Anti- harassment Policy, how to file a grievance and contact information for the Title IX Coordinator		Legal and Center and/or National Communications	
Title IX Training Materials must be placed on the Web site for Public view		Training and Center and/or National Communications	
Communication to all required individuals	Send out approved letters with Center Specific information	Executive Admins with IT assistance for mailing list	
Communicate to all required individuals	Create new Admission Documents with Title IX Policies and Contact information		
Training for Staff on Sexual harassment, Reporting, Filing a grievance	Determine if training will be for all staff or only those working in the school	People Operations, Training	
Training for Staff	Update Intro to Corporate Compliance	Training,	