



# <sup>1</sup> Incident Report

**20   -20   Academic Year,   Semester**

<b>Responsible Employee Reporting<sup>2</sup></b>	<b>Total</b>
<ul style="list-style-type: none"><li>a. Number of employees who knowingly made false reports<ul style="list-style-type: none"><li>i. Number of employees terminated</li></ul></li><li>b. Number of employees who knowingly failed to report<ul style="list-style-type: none"><li>i. Number of employees terminated</li></ul></li></ul>	
<b>Formal Complaints<sup>3</sup></b> <ul style="list-style-type: none"><li>a. Total number of formal complaints received</li><li>b. Number of formal complaints resulting in the finding of responsibility</li><li>c. Number of formal complaints resulting in discipline or corrective action<sup>4</sup></li></ul>	
<b>Retaliation<sup>5</sup></b> <ul style="list-style-type: none"><li>a. Number of reports received</li><li>b. Number of Formal Complaints received</li><li>c. Number of investigations</li><li>d. Findings<ul style="list-style-type: none"><li>i. Retaliation occurred</li><li>ii. Retaliation did not occur</li></ul></li></ul>	

<sup>1</sup> **Instructions for Incident Report Form:** Identify the name of the institution or system submitting the report to include the information required in [RS 17:3399.13.1](#).

<sup>2</sup> Although not mandated by law, the Board of Regents requests statistics on Responsible Employees who knowingly fail to comply with [mandated reporting requirements](#), for data collection purposes.

<sup>3</sup> Although not mandated by law, this section should include the total number of **all formal complaints** received by the Title IX Office, including those related to power-based violence, Title IX violations, and [retaliation](#), for data collection purposes.

<sup>4</sup> Details regarding the type of discipline and/or corrective action taken, including the final disposition (if any), are provided in the corresponding incident report **within the accompanying Excel sheet**.

<sup>5</sup> This section should provide information on **retaliation** – the number of reports received, the number of formal complaints received, the number of investigations conducted, and the findings of those investigations.