Title IX Compliance Checklist for K-12 Public Schools

- **Title IX Coordinator** – Designate at least one employee to coordinate the school district’s efforts to comply with and carry out its responsibilities under Title IX, including investigation of any complaint communicated to the school district alleging noncompliance with Title IX. Title IX coordinators should be trained in their roles both initially and on an ongoing basis.

- **Policies and Practices** – Evaluate, from time to time, the school district’s policies and practices and their effects concerning admission of students, treatment of students, and employment of both academic and non-academic personnel working in connection with its education program or activity. Modify any policies and practices that do not or may not meet the requirements of Title IX.

- **Remediation** – Take appropriate remedial and affirmative steps to eliminate the effects of any discrimination that may have resulted from policies and practices which did not conform to Title IX. Undertake such remedial action as the Department of Education deems necessary to overcome the effects of discrimination against persons on the basis of sex in an education program or activity.

- **Grievance Procedures** – Adopt and publish grievance procedures providing for prompt and equitable resolution of student and employee complaints alleging any action which does not conform to Title IX.

- **Nondiscrimination Policy Notification** – Prominently include a statement of the school district’s non-discrimination policy in each announcement, bulletin, catalog, or application. Implement specific and continuing steps to notify applicants for admission and employment, students and parents of elementary and secondary school students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the school district, that it does not discriminate contrary to Title IX.

- **Non-Title IX Discrimination** – Recognize that a claim of sex discrimination may be based on grounds other than Title IX, including the Equal Protection Clause of the Fourteenth Amendment to the Constitution.

- **Keep Data** – Keep such compliance reports as required by the Department of Education, including data showing the extent to which members of each sex are beneficiaries of and participants in federally-assisted programs and activities of the educational institution.

- **Federal Monies** – When applying for federal financial assistance for any education program or activity, execute and deliver an assurance that each education program or activity to which Title IX applies will be operated in compliance with its requirements.