

¹ Incident Report

20 -20 Academic Year, Semester

Responsible Employee Reporting²	Total
a. Number of employees who knowingly made false reports i. Number of employees terminated b. Number of employees who knowingly failed to report i. Number of employees terminated	
Formal Complaints³ a. Total number of formal complaints received b. Number of formal complaints resulting in the finding of responsibility c. Number of formal complaints resulting in discipline or corrective action ⁴	
Retaliation⁵ a. Number of reports received b. Number of Formal Complaints received c. Number of investigations d. Findings i. Retaliation occurred ii. Retaliation did not occur	

¹ **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](#).

² 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.

³ 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.

⁴ 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**.

⁵ 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.