

¹ Incident Report

20 -20 Academic Year, Semester

Responsible Employee Reporting²	Total
<ul style="list-style-type: none">a. Number of employees who knowingly made false reports<ul style="list-style-type: none">i. Number of employees terminatedb. Number of employees who knowingly failed to report<ul style="list-style-type: none">i. Number of employees terminated	
Formal Complaints³ <ul style="list-style-type: none">a. Total number of formal complaints receivedb. Number of formal complaints resulting in the finding of responsibilityc. Number of formal complaints resulting in discipline or corrective action⁴	
Retaliation⁵ <ul style="list-style-type: none">a. Number of reports receivedb. Number of Formal Complaints receivedc. Number of investigationsd. Findings<ul style="list-style-type: none">i. Retaliation occurredii. 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.