



Disclosure Checklist

*Important to note: Please do not include any identifying information regarding the student disclosing.

- Provide the Interpersonal Violence Victim/Survivor Resource to student. If you do not have one available in your office you may go to <http://www.unlv.edu/sites/default/files/24/Diversity-TitleIX-DisclosureFlyer.pdf> to download a copy.
- Relay to student that as a faculty/staff member of the university you have the obligation to report incidences of sexual assault and harassment to the Title IX Coordinator. The information reported will not identify the student rather it will provide information that a report was disclosed.
- Offer to walk the student to any of the resources available on campus (optional). You may also call and request an advocate from the Jean Nidetch Women's Center (JNWC) to come over to talk to the student regarding their different options. The number to call during business hours is 895-4475.
- If the student has questions that you do not know how to answer and does not want an advocate present call the JNWC's 24-hour CARE Line at 895-0602 for more information.
- Thank the student for coming forward and disclosing to you. Lastly, encourage them to seek assistance from the resources provided.

Once student leaves your office:

- Go to the Title IX website <http://www.unlv.edu/sites/default/files/19/TitleIX-Complaintform.pdf> and fill out the complaint form. You can submit it online or print it.
- Complete check list, make a copy for your records of both the complaint form and checklist and submit them via interoffice to mailstop 1009. Please send the original copies.
- Five things to remember:
 - ⇒ *Listen*: Some will want to talk about their experiences and some will not. Be sure not to share information with others unless given permission.
 - ⇒ *Believe*: People affected by interpersonal violence need to know that their support system believes them.
 - ⇒ *Validate feelings*: Acknowledge their sadness, anger, fear or confusion. Let them know that their feelings are normal. Assure them they are not alone.
 - ⇒ *Support the healing process*: Healing takes time. Assure them that this experience will cause some disruption in their life, but they will heal. Do talk about other aspects of their lives.
 - ⇒ *Find support for yourself*: Talk to someone about your feelings. Remember: you're an important person in the survivor's life.