



## **Preventing Sexual Violence in Higher Education Act Annual Report Template**

### *Instructions*

As a higher education institution in Illinois, your school must provide an annual report with data and information related to the implementation of the Preventing Sexual Violence in Higher Education Act (Act). Your report is due to the Illinois Department of Human Rights and the Illinois Attorney General's Office by November 1<sup>st</sup> of each year. *See* 110 ILCS 205/9.21(b). The annual report covers data and information concerning the preceding calendar year (e.g. the 2020 annual report covers data from January 1 – December 31, 2019).

This form provides guidance for reporting to the Illinois Attorney General's Office. Schools may, but are not required to, use this form for their report. A complete report must include the documents identified in Part A and the data requested in Part B. Part C provides space, if desired, for your school to include information to explain, contextualize or clarify data or information provided in Parts A and B. Your school may submit its Annual Security & Fire Safety Report (i.e., Clery Act Report) and, if necessary, supplement it with additional data and information to fulfill the Preventing Sexual Violence in Higher Education Act's reporting requirements.

If your institution fails to submit a report, or submits an incomplete report, it will be listed on the Illinois Attorney General's website as an institution that is not in compliance with the Act.

For more information regarding the reporting requirements, please read the Frequently Asked Questions Regarding the Act's Reporting Requirements, which you can find on the Illinois Attorney General's website at <https://illinoisattorneygeneral.gov/Rights-of-the-People/civil-rights/>

# Preventing Sexual Violence in Higher Education Act Annual Report

## Form

Name of Higher Education Institution: \_\_\_\_\_  
 Campus (if applicable): \_\_\_\_\_  
 Completed By/Primary Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

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### PART A

Provide one copy of the most recent version of each of the following documents:

- The higher education institution’s comprehensive policy (see 110 ILCS 155/10); and
- The higher education institution’s concise, written notification of a survivor’s rights and options under its comprehensive policy (see 110 ILCS 155/15).

### PART B

#### I. Campus Training, Education and Awareness

##### A. Student Primary Prevention Programming

Identify any and all institutional actions and strategies intended to prevent sexual violence before it occurs by means of changing social norms and other approaches, including, without limitation, training programs, poster and flyer campaigns, electronic communications, films, guest speakers, symposia, conferences, seminars or panel discussions that occurred during the preceding calendar year. See 110 ILCS 155/30(b). If necessary, append additional pages.

| Program name | Type/description | Date(s) | Location(s) | Target audience | Number of attendees |
|--------------|------------------|---------|-------------|-----------------|---------------------|
|              |                  |         |             |                 |                     |
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B. Employee Training (*optional*)

Identify any and all training provided to higher education institution employees who, with respect to reports of sexual violence, domestic violence, dating violence or stalking: (1) receive student reports, (2) refer or provide services to survivors or (3) participate in the complaint resolution procedure. *See* 110 ILCS 155/30(c). If necessary, append additional pages.

| <b>Program name</b> | <b>Type/description</b> | <b>Date(s)</b> | <b>Location(s)</b> | <b>Target audience</b> | <b>Number of attendees</b> |
|---------------------|-------------------------|----------------|--------------------|------------------------|----------------------------|
|                     |                         |                |                    |                        |                            |
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II. Reports

Identify the total number of reports made to the following groups of individuals in the preceding calendar year. If a higher education institution is aware that a student reported an incident more than once, it may provide an explanation for this or any other additional information regarding its reports in Part C below. *See* 110 ILCS 155/25 and 110 ILCS 205/9.21(b).

|                          | <b>Reports to the Title IX coordinator/responsible employees</b> | <b>Reports to confidential and anonymous resources</b> |
|--------------------------|--|--|
| <b>Sexual violence</b>   |  |  |
| <b>Domestic violence</b> |  |  |
| <b>Dating violence</b>   |  |  |
| <b>Stalking</b>          |  |  |

A. Responses to Reports to the Title IX Coordinator or Responsible Employees

Of the total number of reports or disclosures made to the Title IX coordinator or responsible employees at the higher education institution (identified in Part B, Section II), please report the number of times the following occurred:

|                          | <b>Survivor requested not to proceed with the complaint resolution procedure</b> | <b>HEI investigated allegation</b> | <b>HEI referred allegation to local or State law enforcement</b> | <b>HEI resolved allegation through complaint resolution procedure</b> |
|--------------------------|--|------------------------------------|--|---|
| <b>Sexual violence</b>   |  |                                    |  |   |
| <b>Domestic violence</b> |  |                                    |  |   |
| <b>Dating violence</b>   |  |                                    |  |   |
| <b>Stalking</b>          |  |                                    |  |   |

B. Complaint Resolution Procedure Outcomes

Of the total number of reports reviewed through the complaint resolution procedure, identify the number of students who received the following outcomes. Please provide a description of the other types of discipline students received for violating the comprehensive policy in Part C of this report.

|                          | <b>Found not responsible for violation of comprehensive policy</b> | <b>Dismissed/expelled</b> | <b>Suspended</b> | <b>Otherwise disciplined</b> |
|--------------------------|--|---------------------------|------------------|------------------------------|
| <b>Sexual violence</b>   |  |                           |                  |                              |
| <b>Domestic violence</b> |  |                           |                  |                              |
| <b>Dating violence</b>   |  |                           |                  |                              |
| <b>Stalking</b>          |  |                           |                  |                              |

**PART C**

Use this space to provide any explanations or clarifications for information and data provided as part of the report. (Append additional pages as necessary.)

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Submit completed reports via mail or email to the addresses below by **November 1<sup>st</sup>**:

- Office of the Illinois Attorney General  
Civil Rights Bureau  
115 S. LaSalle St.  
Chicago, IL 60603  
[CivilRights@ilag.gov](mailto:CivilRights@ilag.gov)
- Illinois Department of Human Rights  
555 W. Monroe Street, Suite 700  
Chicago, IL 60661  
[IDHR.LiaisonUnit@illinois.gov](mailto:IDHR.LiaisonUnit@illinois.gov)