

# Liberty Tree Academy



## Title IX Initial Report Form

One of the options you have to report any incident of discrimination, harassment and/or sexual assault is to complete LTA's report form. The Incident Report Form is used to provide Liberty Tree Academy with information for the Title IX Coordinator's initial assessment which may or may not lead to a formal complaint and investigation.

You may submit this form anonymously, which may lead to a preliminary investigation. However, due to the nature of anonymous reporting, it may not be possible to investigate or resolve reports of discrimination, harassment and/or sexual assault made by anonymously reporting online. Please email the attached form to Liz Jense, Title IX Coordinator at [mrs.jense@ltaeagles.org](mailto:mrs.jense@ltaeagles.org).

If you have any questions or concerns regarding the Incident Report Form, please contact the Title IX Coordinator, Liz Jense at (719) 559-8733 or [titleix@ltaeagles.org](mailto:titleix@ltaeagles.org).

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### 1. Reporter Information

- Name: \_\_\_\_\_  
(Optional if submitting anonymously)
- Role/Relationship to School: \_\_\_\_\_  
(Student / Employee / Parent / Volunteer / Other)
- Contact Information: \_\_\_\_\_
- Preferred Method of Communication: \_\_\_\_\_

### 2. Incident Information

- Date of Incident: \_\_\_\_\_
- Time of Incident: \_\_\_\_\_



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- Location of Incident: \_\_\_\_\_
- Name(s) of Alleged Respondent(s):  
\_\_\_\_\_
- Name(s) of Witnesses (if any):  
\_\_\_\_\_

### 3. Description of Incident

Please describe what happened (attach additional pages if needed):

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### 4. Reporting Preferences

- I wish to remain anonymous (Note: Anonymity may limit the school's ability to investigate fully.)
- I wish to file a Formal Complaint.
- I am submitting this report to receive supportive measures only.

### 5. Immediate Safety Concerns / Supportive Measures

Are there any immediate safety concerns? \_\_\_\_\_



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Please indicate any supportive measures you would like the school to consider (e.g., counseling, schedule adjustments, no-contact directive):

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### 6. Evidence / Documentation

Please list or attach any evidence (emails, screenshots, photos, documents) you have related to this incident:

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### 7. Signature & Date

- Signature (optional if anonymous):

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- Date: \_\_\_\_\_

### Title IX Coordinator Contact Information:

Liz Jense: HR Coordinator  
8579 Eastonville Rd. Falcon, CO 80831  
719-559-8733  
titleix@ltaeagles.org

**Confidentiality Notice:** Reports will be handled with discretion and privacy to the greatest extent possible. Retaliation against any individual who reports or participates in an investigation is strictly prohibited.