



Savannah-Chatham County Public School System  
**APPENDIX D - ADMINISTRATIVE RECORD OF  
INVESTIGATION AND RESPONSE FORM**  
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Provide a short timeline of the investigation and response process beginning with the time of first notice of any allegations or report of sexual harassment:

Describe the efforts that demonstrate that the response of the District was not deliberately indifferent to the complaint of sexual harassment. Make sure to include any supportive measures taken to restore or preserve equal access to the education program or activity to the benefit of any complainant or respondent.

If the District did not offer supportive measures in response to a report of sexual harassment, please explain why the response was not clearly unreasonable (*Gebser* standard) under the known circumstances.

Were informal grievance procedures employed? If so, please describe:

Was there a formal grievance procedure? If so, please describe the result to the proceedings including the outcome of any appeal.

Describe any and all disciplinary sanctions that resulted from the process, if any:

Why and when was this matter deemed administratively closed:

Where will the records of this file be maintained and what steps will be taken to maintain the files for the duration required by law? (retention for seven (7) years at the time this form was created)