



STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION



SERIES: 2011-2012
CIRCULAR LETTER: C-9

TO: Superintendents of Schools
Executive Directors of State-Approved Nonpublic Special Education Programs
Executive Directors of Regional Educational Service Centers (RESC)
State Education Resource Center (SERC)

FROM: Stefan Pryor, Commissioner of Education

A handwritten signature in blue ink, appearing to read "Stefan Pryor".

DATE: May 1, 2012

SUBJECT: ED 607 - Survey of Title IX Coordinators

Title IX remains a critical federal civil rights law that prohibits sex discrimination in our schools. It protects male and female students and employees in any educational entity that receives federal funds. The preamble to Title IX of the Education Amendments of 1972 states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Title IX requires that educational entities that receive federal funds have at least one person designated as the Title IX Coordinator. The Title IX Coordinator oversees compliance with the law. Many school districts now have a Title IX Coordinator in each school building. The ED 607 - Title IX Coordinator Survey collects the contact information for Title IX Coordinators and posts a directory on the Connecticut State Department of Education's (CSDE) Web site. The Title IX Web pages can be found by going to:

- <http://www.sde.ct.gov/sde/>
- Under "Quick Links" click on "Bullying and Harassment"
- Click on "Also see [Title IX Website](#) "

The entire process is to be completed electronically. To complete the requirements for the ED 607 - Title IX Coordinator Survey, please follow the directions on the form attached by September 1, 2012.

Survey of Title IX Coordinators
May 1, 2012
Page 2

Training for Title IX Coordinators will once again be offered this year at ACES in Hamden. There are two workshops that will be offered twice each. Please register online at <http://www.aces.org/workshops/index.aspx> no later than 4:00 p.m. on September 24, 2012.

Oct. 9, 2012 - Training for Title IX/Equity Coordinators conducted by Neena Chaudhry, Esq. and Lara Kaufmann, Esq. of the National Women's Law Center

Oct 10, 2012 - Training for Title IX/Equity Coordinators conducted by Neena Chaudhry, Esq. and Lara Kaufmann, Esq. of the National Women's Law Center

Oct 23, 2012 - Conducting Investigations & Report Writing, conducted by Maree Sneed, Esq. of Hogan Lovells US LLP

Oct. 24, 2012 - Conducting Investigations & Report Writing, conducted by Maree Sneed, Esq. of Hogan Lovells US LLP

There is no charge for the first 48 registrations by staff of Connecticut Partner School Districts - Ansonia, Bridgeport, Danbury, East Hartford, Hamden, Hartford, Meriden, Middletown, New Britain, New Haven, New London, Norwalk, Norwich, Stamford, Waterbury, West Haven, Windham and Windsor. Staff from these districts must register by September 10, 2012.

If you have any questions, please contact Dr. William A. Howe, State Title IX Coordinator, at 860-713-6752 or by e-mail at william.howe@ct.gov.

SP:wah
Attachment

Directions for Completing the ED 607 - Survey of Title IX Coordinators

1. The Connecticut State Department of Education maintains a secure webpage for reporting of data to the Department. Go to that site at <https://www.csde.state.ct.us/>. This Web site is for use by Connecticut school districts only. If you are looking for the official State of Connecticut Department of Education's homepage, please go to <http://www.state.ct.us/sde>.
2. Each school district has one unique user name and password to the secure site. If you do not know what yours is, please consult with your business manager. If you still need assistance with user name and password, please call Kevin Graham in the CSDE Bureau of Information Technology at 860-713-6618.
3. Once you are on the page look near the bottom for "Bureau of Accountability and Improvement - ED-607 Title IX Coordinator Survey."
4. The first page you will see is the survey - **Basic Checklist for Title IX Compliance – 2012-2013**. Complete the survey questions. If you cannot check a box, it indicates that you are not in compliance with Title IX. You will not be able to complete the survey nor will you be able to move on to the next step. Please contact Dr. William A. Howe, State Title IX Coordinator, at 860-713-6752 or by e-mail at william.howe@ct.gov. He will help you reach compliance.
5. After you complete the survey, you will then need to enter the contact data. If you have Title IX Coordinators in other school buildings, please enter data for them too. If the contacts that are entered are still current, **YOU MUST CLICK SAVE** and then close in order to update the survey for the new year.
6. After all the contact data is entered, look on the left side of the page in the blue section for the word "Certify." Click on "Certify" and complete the checklist. Please make sure you check all boxes and enter your data certifying that the data is correct.
7. Please double-check that the e-mail addresses are correct since Title IX Coordinators will receive important updates and notices throughout the year.

Contact Information:

- Assistance with user name and password, call Kevin Graham in the CSDE Bureau of Information Technology at 860-713-6618 or by e-mail at kevin.graham@ct.gov.
- For help completing the ED 607 or for Title IX Compliance assistance, contact Dr. William A. Howe, State Title IX Coordinator, at 860-713-6752 or by e-mail at william.howe@ct.gov.
- To register for Title IX training, go to <http://www.aces.org/workshops/index.aspx>. For help with registration contact Mary Lou Woods at mwoods@aces.org.