



# STATE OF CONNECTICUT DEPARTMENT OF EDUCATION



Series: 2014-2015  
Circular Letter: C-4

**TO:** Superintendents of Public Schools  
Executive Directors of State-Approved Nonpublic Special Education Programs  
Executive Directors of Regional Educational Service Centers (RESCs)  
State Education Resource Center (SERC)  
Unified School Districts I, II and III

**FROM:** Dr. Dianna R. Wentzell  
Commissioner of Education

**DATE:** June 8, 2015

**SUBJECT:** ED607 – Title IX Coordinator Survey

Title IX is a federal civil rights law that prohibits sex discrimination in our schools. This law protects all 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 designate at least one person designated as the Title IX Coordinator. The Title IX Coordinator oversees compliance with the law. Many school districts now choose to have a Title IX Coordinator designated in each school building. The ED607 - Title IX Coordinator Survey collects the contact information for Title IX Coordinators and posts a directory on the Connecticut State Department of Education (CSDE) Web site. The Title IX information is found at the CSDE Title IX Web site at [Title IX](#).

The entire process is completed electronically. To complete the requirements for the ED607 - Title IX Coordinator Survey, please follow the directions on the attached form and submit no later than September 1, 2015.

Training for Title IX Coordinators will once again be offered this year. Announcements are forthcoming. There will be two types of day-long workshops: 1) Training for Title IX/Equity Coordinators; and 2) Conducting Investigations and Report Writing.

If you have any questions, please contact Dr. Adrian R. Wood, State Title IX Coordinator, at 860-713-6795 or via e-mail at [adrian.wood@ct.gov](mailto:adrian.wood@ct.gov).

DRW:awt

cc: Ellen E. Cohn, Interim Chief Academic Officer  
Dr. Adrian R. Wood, State Title IX Coordinator

Enclosure: (1)

## Directions for Completing the ED607 – Title IX Coordinator Survey

1. The Connecticut State Department of Education (CSDE) maintains a secure Web site for reporting of data to the Department. This site can be found at <https://www.csde.state.ct.us/>. This Web site is for use by Connecticut's 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. Please consult with your business manager for that information. If you still need assistance with user name and password, please call the CSDE, Bureau of Information Technology, at 860-713-6610.
3. Once you are on the page, look near the bottom for "Bureau of Accountability and Improvement," click on the ED607 Title IX Coordinator Survey.
4. The first page you will see is the survey - **Basic Checklist for Title IX Compliance – 2015-2016**. Complete the survey questions. **\*\*Make sure you check the box beside the statement that reads "I have checked and updated the TITLE IX COORDINATOR SURVEY and confirm that the above checklist is accurate."** Also, please click on the CERTIFY button.

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. Adrian R. Wood, State Title IX Coordinator, at 860-713-6795 or via e-mail at [adrian.wood@ct.gov](mailto:adrian.wood@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, as well. If the contacts that are entered are still current, **YOU MUST CLICK SAVE** and then **CLICK 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 e-mail addresses are correct, since Title IX Coordinators will receive important updates and notices throughout the year.

### Contact Information:

- For technical assistance with user name and password, call the CSDE, Bureau of Information Technology, at 860-713-6610.
- For help completing the ED607 or for Title IX Compliance assistance, contact Dr. Adrian R. Wood, State Title IX Coordinator, at 860-713-6795 or via e-mail [adrian.wood@ct.gov](mailto:adrian.wood@ct.gov).