

**Sec. 51.253. ADMINISTRATIVE REPORTING REQUIREMENTS.**

*(a) Not less than once every three months, the Title IX coordinator of a postsecondary educational institution shall submit to the institution's chief executive officer a written report on the reports received under Section 51.252, including information regarding: (1) the investigation of those reports; (2) the disposition, if any, of any disciplinary processes arising from those reports; and (3) the reports for which the institution determined not to initiate a disciplinary process, if any.*

*(b) The Title IX coordinator or deputy Title IX coordinator of a postsecondary educational institution shall immediately report to the institution's chief executive officer an incident reported to the coordinator under Section 51.252 if the coordinator has cause to believe that the safety of any person is in imminent danger as a result of the incident.*

*(c) Subject to Subsection (d), at least once during each fall or spring semester, the chief executive officer of a postsecondary educational institution shall submit to the institution's governing body and post on the institution's Internet website a report concerning the reports received under Section 51.252. The report: (1) may not identify any person; and (2) must include:*

*(A) the number of reports received under Section 51.252;*

*(B) the number of investigations conducted as a result of those reports;*

*(C) the disposition, if any, of any disciplinary processes arising from those reports;*

*(D) the number of those reports for which the institution determined not to initiate a disciplinary process, if any; and*

*(E) any disciplinary actions taken under Section 51.255.*

*(d) If for any semester a postsecondary educational institution has fewer than 1,500 enrolled students, the chief executive officer of the institution shall submit and post a report required under Subsection (c) for that semester only if more than five reports were received under Section 51.252 during that semester.*

**Sec. 51.253 Administrative Report**  
**2024-2025 School Year: First Quarter (September-November)**

**Total Complaints Received:** 0

**Incident Date:** \_\_\_\_\_

**Nature of the Report:** \_\_\_\_\_

\_\_\_\_\_

**Investigation:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Disposition:** \_\_\_\_\_

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