



**RICHMOND PUBLIC SCHOOLS  
CONFIDENTIAL**

# Administrative Investigation Form

## SECTION I – TO BE COMPLETED BY THE BUILDING PRINCIPAL

**INSTRUCTIONS:** The Principal must complete SECTION I (pages 1 & 2) only. Do not leave blanks on this document. It will be returned if incomplete. This form is to be used to report information necessary to initiate an investigation of alleged sexual or gender-based harassment, domestic or dating violence, stalking, or retaliation. Please use this form in conjunction with the Richmond Public Schools' Title IX Administrative Procedures. **The complaint must be reported to the School Division officials in writing within twenty-four (24) hours of receiving the complaint.**

### ► REPORTER

*(Person completing form)*

Principal/Designee Name	<input type="text"/>	Title	<input type="text"/>
		<small>(if not the Principal)</small>	
Date Complaint Received	<input type="text"/>	Time	<input type="text"/>
School Name	<input type="text"/>		
School Address	<input type="text"/>		
	<small>Street Address</small>	<input type="text"/>	<input type="text"/>
	<small>City</small>	<small>State</small>	<small>ZIP Code</small>
Direct Phone	<input type="text"/>	Alternate Phone	<input type="text"/>
Email Address	<input type="text"/>		

### ► ALLEGED VICTIM'S INFORMATION

*(If there were multiple victims, please make additional copies of this page and complete the appropriate section for each victim)*

Full Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<small>Last</small>	<small>First</small>	<small>M.I.</small>
Date of Birth	<input type="text"/>	Gender	<input type="text"/>
Grade	<input type="text"/>		
Home Address	<input type="text"/>		
	<small>Street Address</small>	<input type="text"/>	<small>Apartment/Unit #</small>
	<small>City</small>	<small>State</small>	<small>ZIP Code</small>
Parent/Guardian's Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<small>Last</small>	<small>First</small>	<small>M.I.</small>
Home Phone	<input type="text"/>	Alternate Phone	<input type="text"/>

### ► ALLEGED AGGRESSOR'S INFORMATION

*(If there were multiple aggressors, please make additional copies of this page and complete this section for each aggressor)*

Full Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<small>Last</small>	<small>First</small>	<small>M.I.</small>
Aliases/Nickname	<input type="text"/>	Relationship to Alleged Victim	<input type="text"/>
Date of Birth	<input type="text"/>	Gender	<input type="text"/>
Grade (if applicable)	<input type="text"/>		
Home Address	<input type="text"/>		
	<small>Street Address</small>	<input type="text"/>	<small>Apartment/Unit #</small>
	<small>City</small>	<small>State</small>	<small>ZIP Code</small>
Parent/Guardian's Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<small>Last</small>	<small>First</small>	<small>M.I.</small>
Home Phone	<input type="text"/>	Alternate Phone	<input type="text"/>

► **ALLEGED INCIDENT**

Check the box that closely applies to the alleged incident that occurred:

Sexual Harassment    Gender-based Harassment    Domestic/Dating Violence    Stalking    Retaliation

Briefly describe the nature of the incident ▼

► **RPS DIVISION OFFICIALS NOTIFICATION**

**MANDATORY:** Once SECTION I of the Administrative Investigation Form has been completed, the Principal must use the sample email format below and attach only SECTION I (pages 1 and 2) to the email. When submitting the email notification, please protect the confidentiality of the student’s record. **DO NOT INCLUDE information in the subject line or body of the email that would identify any of the parties, such as the student's name, date of birth, etc.** The Principal **MUST** send notification via email to titleixreferrals@rvaschools.net within 24 hours of receiving the complaint.

Email Sample	
To:	titleixreferrals@rvaschools.net
Subject:	Alleged Title IX Incident at Rich Town School – Reported on 9/6/2017 at 9:37 am
Rich Town School has received a Title IX accusation on 9/6/2017 at 9:37 am involving three students (two males, one female.)	
Sincerely, Jane Doe, Principal	

**NOTE:** Should there multiple, but separate incidents that occur on the same day, please be sure to include in your email the incident number (e.g. Rich Town School has received a second Title IX accusation on 9/6/2017 at 10:51 am)

► **PARENTAL NOTIFICATION: Alleged Victim**

Alleged Victim’s Parent/Guardian Notified?  Yes       Date Notified       Time

Comments ▼

► **PARENTAL NOTIFICATION: Alleged Aggressor**

Alleged Aggressor’s Parent/Guardian Notified?  Yes       Date Notified       Time

Comments ▼



**ATTENTION BUILDING PRINCIPAL:  
PLEASE STOP HERE!**



The Title IX Referrals point-of-contact will communicate with the Principal to discuss the next steps and will determine if the Title IX Response Team will be dispatched. If the Title IX Response Team is dispatched, the team will conduct an investigation and complete SECTION II (pages 3 through 7) of this form.

## SECTION II – TO BE COMPLETED BY RPS TITLE IX RESPONSE TEAM

**INSTRUCTIONS:** If the Title IX Response Team is dispatched to the school to conduct an investigation, the team will be responsible for completing SECTION II.

### ► RESPONSE TEAM INFORMATION

*Please print or type*

Response Team Member Name / Title		
Response Team Member Name / Title		
Response Team Member Name / Title		
Response Team Member Name / Title		
Date Investigation Commenced		Time

### ► POLICE NOTIFICATION

*(If applicable)*

Did the act constitute a crime?  Yes  No

► If yes was checked, was the police and/or School Resource Officer notified?  Yes  No

► Did the incident require the school to notify CPS?  Yes  No

Date Police notified  Time notified

Date CPS notified  Time notified

Comments ▼

### ► INVESTIGATION

**1. How many students were involved in the incident?**

**2. What is the age and gender of the alleged victim(s) and aggressor(s)?**

**3. What is the relationship between the parties involved? (e.g. classmates, boyfriend, girlfriend, etc.)**

**4. What is the nature of the behavior? Explain and be very specific as possible.**

**5. Where did the behavior or incident(s) occur?** *(e.g. classroom, cafeteria, playground, etc.)*

**6. How often did the behavior occur?** *(Indicate dates, times, frequency, etc.)*

**7. Were there past incidents or past continuing patterns of the behavior? If yes, were they reported? When was it reported?** *(Dates and times, etc.)*

**8. Describe the alleged aggressor, including whether he/she was in a position of power over the alleged victim? (e.g. Overbearing significant other, teacher, student, etc.)**

**9. Were there other incidents in the school or at school related events involving the same or other students?**

**10. Does the conduct adversely or continues to adversely affect the student's education or educational environment? If yes, please explain how.**

**11. What steps have been immediately taken to ensure the safety of the victim while still allowing them to access his or her education? Please be specific.**

**► WITNESSES**

**Please Provide Specific Details** *(Attach additional pages of this section as needed or attach written statements)*

Witness Name

Date Interviewed  Time Interviewed

Comments ▼

Did the witness refuse to be interviewed?  Yes  No

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Witness Name

Date Interviewed  Time Interviewed

Comments ▼

Did the witness refuse to be interviewed?  Yes  No

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Witness Name

Date Interviewed  Time Interviewed

Comments ▼

Did the witness refuse to be interviewed?  Yes  No

**► OUTCOME / RECOMMENDATIONS**

**13. What were the results of the investigation? Please detail the evidence to substantiate the claim.**

**14. Was there a violation of policy or Student Code of Responsible Ethics (SCORE)?**

**15. Recommendations**

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**RPS TITLE IX RESPONSE TEAM:** Once the investigation has concluded, please forward the Administrative Investigation Form (all pages, 1 through 7) and any supporting documentation (e.g. witness statements) via email to: [titleixreferrals@rvaschools.net](mailto:titleixreferrals@rvaschools.net)

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FOR OFFICE USE ONLY – For the Title IX Coordinator	
Date received:	Received by:
<i>Was there sufficient evidence to substantiate the claim of a Title IX violation as factual?</i>	
Disposition: <input type="checkbox"/> Founded? <input type="checkbox"/> Unfounded?	
Follow-up required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date Case Completed by Title IX Coordinator:	
Title IX Coordinator's Signature:	