

VIRTUAL CERTIFIED TITLE IX INVESTIGATOR TRAINING Report Writing

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"Compliance at Your Fingertips!"

REPORT CONTENT

- How reported
- Date of Formal Complaint
- Who investigated
- \bigotimes Policy
- ✓ Timelines (of events and of investigation)
- Information from parties and witnesses
- Physical Evidence
- Summary of Relevant Information
- Note for your record: Information not included or witnesses not interviewed and why







	Decision-Maker					
Dete	Determination Regarding Responsibility Che					
	Identification of the Allegations					
	Description of Procedural Steps Taken					
	 Notifications to the Parties Interviews with Parties and Witnesses Site Visits 					
	 Methods Used to Gather Other Evidence Hearings Held 					
	Findings of Fact Supporting Determination					
	Conclusions Regarding the Application of Code of Conduct to the Facts					
	Result of Each Allegation Including Ration Determination Regarding Responsibility Disciplinary Sanctions 					
	• Whether Remedies Designed to Restore or Preserve Equal Access to Education Program or Activity Provided to the Complainant					
	Procedures and Permissible Bases for App					

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WHO IS YOUR AUDIENCE?



What is the intent of the report? Who needs to understand/use it? Where/how will it be used?





ORGANIZATION IS KEY

- By party/witness?
- By time/chronological?
- By event?





REPORT MUST:

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• Fairly summarize relevant evidence • Be provided to parties AND advisors • Hard copy or electronic





CREDIBILITY DETERMINATIONS • Only if required by your policy





Burden

Burden to collect/gather evidence is on the school district (investigator)... NOT THE PARTIES







Document, Document, Document

- CONSISTENT
- THOROUGH
- CLEAR
- TIMELY



INVESTIGATIVE TIMELINE

2



INVESTIGATE

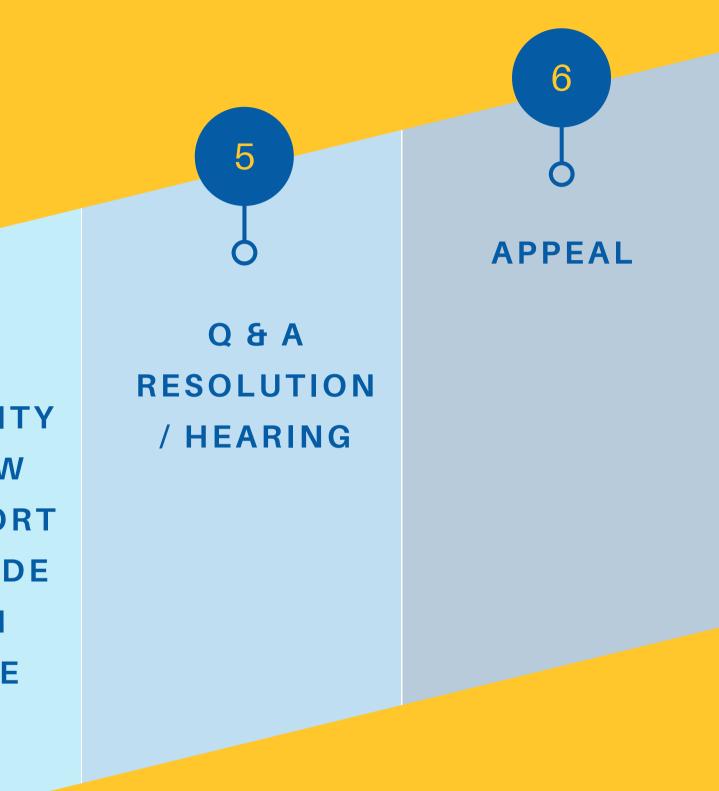
O OPPORTUNITY TO INSPECT AND REVIEW EVIDENCE RELATED TO ALLEGATIONS AND PROVIDE WRITTEN RESPONSE 10 days INVESTIGATIVE REPORT

3

OPPORTUNITY TO REVIEW FINAL REPORT AND PROVIDE WRITTEN RESPONSE

4

10 days







Draft Report- Template





Connect With Us!

- Institutional Compliance Solutions
- Courtney Bullard
- Betsy Smith

in

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• Celeste Bradley

Institutional Compliance Solutions <u>Groups:</u> Title IX Coordinators Closed Group K-12 Title IX Coordinators

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@ICSLawyer

000 Title IX Coordinator February 16 or April 6 Title IX Care & 🕻 Support Admin. Training March 10 Title IX Investigator Training Level I February 2 or March 9 Title IX Investigator Training Level 2 March 22

