



VIRTUAL CERTIFIED TITLE IX INVESTIGATOR TRAINING

Report Writing

©Institutional Compliance Solutions 2022 All Rights Reserved



"Compliance at
Your Fingertips!"

REPORT CONTENT

- ✓ How reported
- ✓ Date of Formal Complaint
- ✓ Who investigated
- ✓ 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

Determination Regarding Responsibility Checklist

☐

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 the Code of Conduct to the Facts

☐

Result of Each Allegation Including Rationale

- 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 Appeal

WHO IS YOUR AUDIENCE?



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



Organize

ORGANIZATION IS KEY

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



REPORT MUST:

- 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

1
INVESTIGATE

2
OPPORTUNITY
TO INSPECT AND
REVIEW
EVIDENCE
RELATED TO
ALLEGATIONS
AND PROVIDE
WRITTEN
RESPONSE
10 days

3
INVESTIGATIVE
REPORT

4
OPPORTUNITY
TO REVIEW
FINAL REPORT
AND PROVIDE
WRITTEN
RESPONSE
10 days

5
Q & A
RESOLUTION
/ HEARING

6
APPEAL



Draft Report- Template

©Institutional Compliance Solutions 2022 All Rights Reserved

Questions?



INSTITUTIONAL
COMPLIANCE SOLUTIONS

Connect With Us!



- Institutional Compliance Solutions
- Courtney Bullard
- Betsy Smith
- Celeste Bradley



Institutional Compliance Solutions
Groups:
Title IX Coordinators Closed Group
K-12 Title IX Coordinators



@TitleIXLawyer



@ICSLawyer

Spring Schedule:

Title IX Coordinator
February 16 or April 6

Title IX Care &
Support Admin.
Training
March 10

Title IX Investigator
Training Level 1
February 2 or March 9

Title IX Investigator
Training Level 2
March 22

Title Decision
Maker Training
March 3

Title Decision
Maker Appeals
Training
March 10