

Title IX Investigative Report

This report summarizes the [Insert the name of your district]'s investigation into a formal complaint of sexual harassment.

Date grievance procedures initiated: [Insert the date of the initiation of the investigation.]

Date investigation concluded: [Insert the date of the conclusion of the investigation.]

Date of report: [Insert the date of the submission of the investigation report.]

Investigator: [Insert name of investigator.]

Decision Maker: [Insert name of decision maker.]

Procedural History

[**NOTE TO BE DELETED:** This section of the investigation report is **OPTIONAL**. However, we believe that including this information in the investigation report may make it easier for your decision-maker to issue a written determination which must include this section.]

[Here, describe the procedural steps taken from the receipt of the formal complaint through the issuance of this investigation report. This would include a description of notifications to parties, including the date such notification was provided, a description of the date, time, and place of interviews with parties and witnesses and site visits, and a description of the methods used or actions taken to gather other evidence.]

Summary of Evidence Collected

[Here, fairly summarize *all* relevant evidence, which should include all evidence that was provided to the parties and any evidence subsequently submitted by the parties in their written responses. However, relevant evidence never includes evidence regarding an individual's sexual predisposition and evidence about prior sexual behavior will only be relevant in very limited circumstances provided by the regulations. No further placeholders are provided below, because the evidence collected in each investigation will be unique and therefore an investigation report does not lend itself to a template format throughout.]