



Report Writing

VIRTUAL CERTIFIED TITLE IX INVESTIGATOR TRAINING





REPORT WRITING

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





INSTITUTIONAL
COMPLIANCE SOLUTIONS

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

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

manager
cred-ible
witnesses.
sible to be
are
cred

Burden

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

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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



K-12 ICS

INSTITUTIONAL
COMPLIANCE SOLUTIONS

Questions?

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Upcoming ICS Events

<https://icslawyer.com/ics-events/k-12/>

- **2020 Year End Review (FREE)**
1-28-2021 1:00-2:00 Eastern
- **Level 2 Investigator**
1-27-2021 10:00-1:00 Eastern
- **Policy to Practice Series**
Thursdays in February
(DISCOUNT!)
- **Check out other 2021
Professional Development
Opportunities**



How Can We Help?



1

**COMMUNITY
ACCESS**

2

**TAILORED
TRAINING**

3

**ONGOING
SUPPORT**