

TITLE IX INVESTIGATION FILE CHECKLIST

Complainant: _____

Respondent: _____

School: _____

Date of Incident: _____

INTAKE INFORMATION

- ☐ Report of incident made to school employee; Date: _____
- ☐ Contact Title IX Coordinator to advise of incident; Date: _____
- ☐ Offer of formal Title IX process to Complainant; Date: _____
- ☐ Supportive Measures offered to Complainant; Date: _____
- ☐ Title IX Formal Complaint received or filed by Title IX Coordinator; Date: _____
- ☐ Notice of Allegations sent to Respondent with copy to Complainant; Date: _____
- ☐ Supportive Measures offered to Respondent; Date: _____

INVESTIGATION DOCUMENTS

- ☐ Interview Complainant
 - ☐ Written statement from Complainant (if one exists)
 - ☐ Interview notes
- ☐ Interview Respondent
 - ☐ Written statement from Respondent (if one exists)
 - ☐ Interview notes
- ☐ Witness Interview Notes
- ☐ Investigative Documents (emails, text messages, etc.)
- ☐ Exchange of Investigation Materials
- ☐ Investigation Report
- ☐ Requests for Additional Materials
- ☐ Notice of Opportunity to Submit Questions Letter from Decision-Maker
- ☐ Notice of Outcome and Appeal Rights Letter from Decision-Maker
- ☐ Appeal Documents (if received)
- ☐ Supportive Measures for both parties (if necessary)

COMMUNICATION RECORDS

- ☐ Contact Log recording verbal and written communication to Student(s) and Parent(s)/Guardian(s):
 - ☐ Complainant
 - ☐ Respondent
- ☐ Copies of written communication (i.e., emails, letters)