Sample Investigator Checklist

* Receipt of notice of possible discrimination complaint

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Childline or Law Enforcement Report?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Special Education Supervisor Notified

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Analyze and determine whether the allegations, if true, would support a finding that Title IX has been violated

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* If allegations do not meet definition of Title IX, refer matter to principal for investigation and notify the parties.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Notify parties of determination that Title IX violation has not been alleged and provide appeal rights

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Notice to both Complainant and Respondent (and parents) within 10 days of receipt of complaint if allegations meet Title IX definition

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Send out complaint form

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Copies of all relevant policies and procedures sent to both

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Meet complainant and parents and advisor, if one has been hired \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Discussion with both parties about the supportive measures that are being offered or obtaining input regarding what supportive measures are being requested.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Inform Complainant of the process or filing a formal complaint \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Gather:
  + Video surveillance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Student Records \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Teacher reports \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Any interview notes, statements, summaries of statements of individuals involved in the initial stages \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Social media posting about the event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Review
  + Records, statements, photos, videos, social media \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Interview
  + Complainant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Witnesses \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Respondent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Prepare summaries of witness interviews and send to individual for confirmation of accuracy and signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Draft investigation report
  + Send to both parties and their advisors if any, a list of the evidence that they can inspect and a copy of the draft investigation report. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Complainant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Respondent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Acknowledgement of Receipt form for completion by both parties and advisors

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + Notice that the party has 10 days to inspect the evidence and/or provide a written response to the draft report and evidence. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Review evidence and responses of parties to report \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Investigation Report completed
  + Sent to Decision Maker \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Sent to Complainant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Sent to Respondent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_