



SEXUAL HARASSMENT (TITLE IX) INVESTIGATION CHECKLIST

This checklist is to be used by a Deputy Title IX Coordinator/school administrator(s) or the Title IX Coordinator involved with conducting an investigation pursuant Policy—400.021/500.021—Sexual Harassment (Title IX). The investigation file should be kept separate from personnel or student education files.

Complainant(s):		Respondent(s):	
Date of Incident:		Location:	
Date of Investigation Assignment by Title IX Coordinator:			
Briefly describe the evidence giving rise to this investigation:			

Indicate the date on which each step of the investigation is completed:

- _____ Review Formal Complaint
- _____ Investigation File Created (electronic and hard copy)
- _____ Complainant Interviewed / Complaint Form Received
- _____ Witnesses Interviewed / Witness Statement Forms Received
- _____ Video, Documents, and Other Physical Evidence Identified and Preserved
- _____ Respondent Interviewed / Written Response Received
- _____ Draft Investigation Report (procedural history, investigation time-line, jurisdiction statement, interview and evidence summary, findings of fact, analysis, conclusion and sanction recommendation) See, Template (Investigative Title IX Report).
- _____ Provide Evidence and Investigative Report to the Complainant and Respondent
- _____ Complete the Investigate Report after reviewing any responses from the Complainant and Respondent
- _____ Provide the Completed Investigate Report to the Decision-Maker (s) for a Determination of Responsibility