

# *the complete* TITLE IX INVESTIGATION *checklist*



## BEFORE THE INVESTIGATION

### 1 - Assign a Title IX Coordinator

This person is the subject matter expert on Title IX compliance. Larger schools may require more than one Title IX specialist.

### 2 - Create and Distribute a Notice of Discrimination

State the school's position on anti-discrimination. Publish in the handbook with the Title IX coordinator's contact information.

### 3 - Establish and Announce Complaint Reporting Tools

Inform students, staff members, parents and applicants of their right, as a victim, witness or confidante, to file a Title IX violation and how to do this.

## DURING THE INVESTIGATION

### 4 - Notify Involved Parties

Notify involved parties that an investigation has launched.

### 5 - Gather Facts

Investigator collects digital and/or physical evidence and conducts interviews.

### 6 - Review and Analyze

Provide both parties a chance to review the information collected. Have you gathered all key data? Analyze and scrutinize each story.

### 7 - Determine a Violation

Does the information provided meet your standard of proof (either preponderance of evidence or clear and convincing evidence)?

### 8 - Write the Report

Include the allegations, the policy violated, parties, evidence, interviews and outcome.

### 9 - Notify of Outcome

Explain the outcome and reasons, and, if necessary, the next steps.

## AFTER THE INVESTIGATION

### 10 - Offer the Option to Appeal

Provide parties with the chance to appeal the determination.

### 11 - Carry Out Discipline

The decision-maker determines a sanction. Advise the victim of counseling resources, support services and the option to pass the incident on to local law enforcement.