# Title IX Investigation Checklist

<table>
<thead>
<tr>
<th>Complainant: ____________________________</th>
<th>Date Reported: ____________</th>
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<tbody>
<tr>
<td>Respondent: ____________________________</td>
<td>Incident Date: ____________</td>
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<tr>
<td>Investigator: __________________________</td>
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</tbody>
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## PRE-INVESTIGATION

- **Parent of Complainant notified**
  - Provide parents with District Policy 5.81 and explain the Grievance Process - Formal vs. Informal
  - Parent to make decision to pursue Formal or Informal Grievance Process

- **Supportive and safety measures implemented**
  - Counseling
  - Schedule changes (non-disciplinary, non-punitive)
  - Stay Away Agreement
  - Safety Plan
  - Increased Monitoring
  - Check in/out
  - BHP or Outside Agency Referral
  - DCF Notified
  - School Police Notified

## FORMAL GRIEVANCE

- **Intake of Complaint Form 1615** - in writing signed by Complainant or Title IX Lead Contact
- **Notice of Allegation Form 2663** provided to Respondent (Include sufficient details & time to prepare a response *2 days*)
- **Complete PBSD Form 2508** - Student Bullying, Harassment, Sexual Harassment, and Teen Dating Violence and Abuse Report
- **Interview Respondent on date/time provided**
- **Interview witnesses** (advise witnesses and their parents their names will be included to Complainant and Respondent in Investigation Report)
- **Draft Investigation Report** (include questions asked and responses for each party interviewed)
- **Complete PBSD Form 2509** - 2509 - Student Investigation Summary (Do not select anything under Section IV. Indicate your Findings)
- **Evidence and draft Investigation Report is shared with parties** (delivered simultaneously)
- **Complete PBSD Form 2597** - Student Investigation Summary (attach any evidence relating to the incident)
- **Parties (Complainant and Respondent) have 10 days to review report,** during which they can:
  - Introduce additional information that would aid in the investigation
  - Propose relevant questions to be asked of either party (Complainant and Respondent)
  - Any additional information or questions with answers and provided to both parties for review
After 10 Days, Investigation Report and all evidence is provided to Decision-maker

Decision maker
- Decision maker reviews all evidence and report to determine responsibility
- May provide sanctions
- Implementation of additional remedies for both parties
- Written outcome and rationale for determination of responsibility

Decision maker completes PBSD Form 2664- Determination of Responsibility

INFORMAL GRIEVANCE

Intake of Complaint Form 1615- in writing signed by Complainant or Title IX Lead Contact

Notice of Allegation Form 2663 provided to Respondent (Include sufficient details & time to prepare a response *2 days)

Complete PBSD Form 2508 - Student Bullying, Harassment, Sexual Harassment, and Teen Dating Violence and Abuse Report

Complete PBSD Form 2509- 2509- Student Investigation Summary (Do not select anything under Section IV. Indicate your Findings)

Complete PBSD Form 2597- Student Investigation Evidence (attach any evidence relating to the incident)

Complete PBSD Form 2665- Student Informal Title IX Resolution Agreement Summary
- Voluntary, written consent of the parties and their parent/guardian
- Not require the parties to confront each other or even be present in the same room
- A signed resolution agreement is signed by both parties
- A school, in its discretion can offer and facilitate informal resolution options, such as mediation or restorative justice, or other supportive and safety measures

Complete PBSD Form 2597- Student Investigation Evidence (attach the 2665 and any other additional documentation)

Absence of Formal Complaint

If the parent/guardian of the complainant withdraws from the Formal Grievance Process and Informal Title IX Resolution Agreement Summary, schools are still required to complete and submit the following documentation:

Complete PBSD Form 1615- Original Intake of Complaint- If received In writing- Signed by Complainant/ Title IX Lead Contact (TXLC)

Complete PBSD Form 2508- Student Bullying, Harassment, Sexual Harassment, and Teen Dating Violence and Abuse Report

Complete PBSD Form 2663- Notice of Title IX Allegation (kept on file and attach to 2597 *not given to Respondent)

Complete PBSD Form 2597- Student Investigation Summary

Complete PBSD Form 2597- Student Investigation Evidence

*NOTE- Student Code of Conduct may still apply based on the incident and could receive possible disciplinary action.