



Investigation Report Writing for K-12 Education Training & Certification Course Agenda

Description:

Investigation Report Writing is a one-day deep dive into the writing mechanics, format, structure, and best practices for investigation report writing and other documentation necessary in K-12 Title IX investigations.

In this hands-on session, topics covered will include structuring documentation and record keeping, addressing unavailable information, incorporating feedback from the parties, evaluating and describing credibility issues, and more.

ATIXA's expert faculty members will also discuss commonly asked writing mechanics questions, such as how to integrate quotations from interviews or other sources, compiling evidence, what tense to use, how to identify (or de-identify witnesses), FERPA consent, and managing sensitive information.

Faculty members will review the most common errors they see in K-12 investigation reports and other written documentation and how to prevent them. Training participants will have the opportunity to critique sample investigation report excerpts with the faculty to evaluate both clarity and content.

Learning Outcomes:

After completing this course, participants will...

- Understand the different sections of a formal investigation report and the content which should be included in each
- Identify problematic language in investigation reports and suggest remedies
- Become aware of common report writing issues and why they are problematic
- Be able to integrate different sources of evidence into an investigation report in a clear manner
- Become familiar with best practices for protecting participant privacy through redaction, etc.

Course Topics

Overview of the Investigation Process

- Steps of an Investigation
- Investigation Records

Purpose of the Investigation Report and Documentation

- Title IX Requirements
- Relevant and Permissible Evidence
- Information for Decision-makers

Writing Mechanics

- Tone
- Voice
- Tense
- Point of View
- Formal vs. Informal Language
- Active vs. Passive Voice

Writing Clarity

- Format and Structure
- Quotations
- Sensitive Information
- Redaction
- Word Choice
- Bias-Free Writing
- Attachments, Appendices, Exhibits, etc.

Documenting Absent Information

- Information Unable to be Obtained
- Questions Asked Yet Unanswered
- Destruction of Evidence

Common Investigation Report Sections

- Complaint Information
- Executive Summary
- Relevant Background
- Jurisdiction and Scope of the Investigation
- Applicable Policies and Relevant Definitions
- Investigation Timeline
- Reported Incident(s) Timeline(s)
- Summary of Relevant Statements and Evidence
- Credibility Assessment
- Discussion and Synthesis
- Recommended Findings

- Recommended Final Determination
- Conclusion
- Evidence File/Appendices

Note: Training will include one morning and one afternoon break (approximately 15 minutes each) and a one-hour lunch break. Training start and end times for in-person events are determined by the host site. All virtual training sessions take place from 11 AM – 6 PM ET unless otherwise specified.