



Title IX Investigation Foundations Level Two: Report Writing for K-12 Education Training & Certification Course Agenda

Description:

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

In this hands-on session, topics covered will include structuring documentation and record keeping, addressing unavailable information, evaluating and describing evidence and 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, 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 an 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

Title IX Overview

- Title IX Statute

Title IX Grievance Overview

- Title IX Grievance Process Overview
- Prompt and Fair Resolution
- Parties' Rights

- Parent/Guardian Rights

Investigation Process Overview

- Civil Rights Investigations Overview
- Process Steps

Investigation Documentation

- Complaint File
- Investigation File

Investigation Report, Evidence, and Sharing Documentation

- Investigation Reports
- Relevant and Directly Related Evidence
- Strategies for Separating Evidence
- FERPA, Title IX, and Student Records
- Employee Records
- Report Audience Considerations

Writing Mechanics

- Formal vs. Informal Language
- Tense
- Neutral Perspective

Writing and Structuring Investigation Reports

- Format and Structure
- Attachments, Appendices, and Exhibits
- Direct Quotations
- Sensitive Information
- Redaction Practices
- Word Choice
- Parties' Questions for Others
- Tips for Report and Evidence File Sharing
- Incorporating Party Feedback
- Post-Review Investigator Response

Title IX Coordinator Review

- Internal Report Review and Feedback
- Feedback Examples

Absent Information

- Information Not Obtained
- Unanswered Questions

Investigation Report Sections

- Investigation Report Sections
- Allegations Overview
- Jurisdiction Statement
- Applicable Policies and Relevant Definitions
- Investigation Timeline
- Incident Timeline(s)
- Relevant Evidence Summary
- Discussion and Synthesis
- Recommended Findings and Determinations
- Evidence File

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 10 AM – 5 PM ET unless otherwise specified.