

Institutional Compliance Solutions, LLC

K-12 Investigation Report Draft Outline

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Investigation Report

Complainant:

Respondent:

Date Reported to University

Date of Incident(s):

Investigator(s):

I. Summary of Allegations

When was report received?

How was report received?

Sexual Harassment: Type(s) of Sexual Harassment Alleged

Jurisdiction: How was it within the Education Program or Activity

Location, Event or Circumstance over which the institution exercised substantial control over Respondent and the Conduct in which the Sexual Harassment occurred (including building owned by officially recognized student organization).

II. Definition of Conduct at Issue (and other relevant definitions)

Examples:

Sexual Harassment

Allegation 1) Stalking

Course of Conduct

Reasonable Person

Substantial Emotional Distress

Allegation 2) Domestic Violence

State definitions

III. Summary of Relevant Evidence and Information

a. Timeline of Events

Date/Time	Event

b. Complainant

General Information:

Name; year in school/how employed; how does Complainant know Respondent;

Relevant information about their relationship if one exists; any other general information

Summary of Relevant Evidence and Information related to Allegation 1:

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Summary of Relevant Evidence and Information related to Allegation 2: (Continue for as many witnesses as necessary).

Include footnotes or explanations if Complainant provided contradictory or additional information during follow up meetings.

Identify any evidence (text messages, social media or otherwise) provided by Complainant.

Include names of witnesses provided by Complainant.

a. Respondent

General Information:

Name; year in school/how employed; how does Respondent know Complainant;

Relevant information about their relationship if one exists; any other general information

Summary of Relevant Evidence and Information related to Allegation 1:

Summary of Relevant Evidence and Information related to Allegation 2:

Include footnotes or explanations if Respondent provided contradictory or additional information during follow up meetings.

Identify any evidence (text messages, social media or otherwise) provided by Respondent.

Include names of witnesses provided by Respondent.

b. Witness(es)- continue for as many as necessary

General Information:

Name; year in school/how employed; how does Witness know Complainant and Respondent; Relevant information about their relationship if one exists; any other general information

Summary of Relevant Evidence and Information related to Allegation 1:

Summary of Relevant Evidence and Information related to Allegation 2:

Include footnotes or explanations if witness provided contradictory or additional information during follow up meetings.

Identify any evidence (text messages, social media or otherwise) provided by Witness.

Include names of additional information provided by Witness.

a. Summary of Additional Relevant Evidence and Information

Social Media, Video etc. List what it is, what it shows, how it was
Obtained (methods to gather), when it was received.

IV. Timeline of Investigation

Date/Time	Event
	Incident Reported to School District
	Formal Complaint
	Notice to of Allegations
	Notice of Meetings
	Meetings/Interviews
	Site Visits
	Other Evidence Gathered (including methods used to gather it)
	Date parties/witnesses provide evidence
	Date for Review of Evidence Directly Related to Allegations
	End of 10 day period
	Date written response(s) received
	Date of Report
	Date written response(s) received
	Delays and reason (including if moved to informal resolution and back to formal Grievance Process.