# Name of Investigator: Date of report:

MPSB Title IX Investigation Report Form

[to be completed by Title IX Investigator(s)]

**Scope of investigation:** This investigation considered claims made by [Complainant name and role (student, employee, etc.)] (the “Complainant”) as to whether or not [Respondent name and role] (the "Respondent”) has violated District policy no. [insert name and title of Title IX and other applicable policies]*.*

This report will only provide a summary of the facts as determined by the investigator and is not a final determination of the allegations.

**Jurisdiction:** [state whether the evidence shows that the District exercises substantial control over both the Respondent and the circumstances under which the alleged sexual harassment occurred – if not, then the complaint must be dismissed from the Title IX process, and can be handled under any other applicable District policy or procedure].

# Parties (list all):

Complainant- NAME Respondent – NAME

# Nature of Alleged Conduct Constituting Sexual Harassment:

**Procedural history:**

* A report was made to the District by on [date]. A formal complaint was provided by the Complainant to the Title IX Coordinator on [date].
* The Title IX Coordinator assigned this Investigator on [date] to conduct an investigation into the formal complaint. Notices of Investigation were provided to both parties on [date].
* This Investigator interviewed the following individuals:
	+ Complainant – name and date of interview
	+ Respondent – name and date of interview
	+ Any witnesses – names and dates of interview
* This Investigator also reviewed the following evidence:
	+ List of any documents, videos, photos, or other evidence provided by any party or witness
* On [date not less than 10 days before the date of this report], this Investigator provided Complainant and Respondent with copies of all evidence obtained by this Investigator. Complainant and Respondent had an opportunity to provide a written response to this evidence, prior to the Investigator completing this Investigation Report. [Indicate whether each party did or did not provide a written response].
* [include any other procedural steps, including if there have been significant delays in the process or other unexpected events]

# Summary of Interviews:

Complainant Interview:

Witness A interview:

Witness B interview:

Respondent Interview:

# Summary of Other Evidence Received:

**Feedback from Parties following Receipt of Evidence Directly Relating to Complaint: Investigator’s Observations Regarding Credibility of Parties and Witnesses:**

***Note: Investigator's Observations Regarding Credibility of Parties and Witnesses is* optional but not required. Ultimately the decision-maker’s job, but the investigator has the ability to observe firsthand so might be helpful to decision-maker. REMOVE this note once a decision has been made, prior to publishing.**

This report will be provided to the Title IX Coordinator, Complainant and Respondent (and any advocate or attorney for each), and , who has been designed as the Decision-Maker for this Complaint.

Sincerely,

[Name, title], Investigator