



Table of Contents

For those of you who came to rely on ATIXA's Investigation in a Box, we're excited to be bringing you a much-evolved version called the ATIXA Title IX Toolkit (TIXKit), available for Super Members or by separate purchase of an annual subscription.

TIXKit features regs-compliant versions of more than 60 templates, forms, letters, and checklists, plus sample reports, case studies, releases, NDAs, and everything else a Title IX Office needs to operate its recordkeeping protocols with efficiency and compliance. *denotes resources included for Super Members and Previous R3 Package purchasers only.

Resources Organized by Order of the Flow of the Resolution Process

Guides

- Click [HERE](#) to view an Introduction and User Guide to the ATIXA Title IX Toolkit.
- Click [HERE](#) to view a Glossary of Terms.
- Comprehensive 2020 Title IX Regulations Implementation Guide* [HE](#) [K-12](#)
- Searchable Comprehensive Implementation Guide* [HE](#) [K-12](#)
- Who's Who on the Higher Education Title IX Team? [HE](#)
- Who's Who on the K-12 Title IX Team? [K-12](#)
- A Primer on Title IX for Scouting: What Every Boy Scout and Girl Scout Official Needs to Know [K-12](#)
- Guide to Title IX Compliance for Hospitals [HE](#)
- The Title IX Administrator's Guide to Managing Attorney Advisors in the Sexual Harassment Grievance Process [HE](#) [K-12](#)
- Hearing Officer & Decision-Maker Training Manual* [HE](#) [K-12](#)
- Guide to Chairing a Sexual Misconduct Hearing, Controlling Evidence, and Cross-Examination in Hearings [HE](#) [K-12](#)
- ATIXA Investigation Guide* [HE](#) [K-12](#)

Laws & Regulations

- Title IX Statute [HE](#) [K-12](#)
- 2020 Title IX Regulations [HE](#) [K-12](#)
- Draft Regulations to Final Regulations: A Comparison Guide [HE](#) [K-12](#)
- Covered Conduct & OCR Definition of Sexual Harassment Form [HE](#) [K-12](#)
- Top 10 Myths of the New OCR Title IX Regulations [HE](#) [K-12](#)
- New to IX: What Every K-12 Administrator Needs to Know [K-12](#)
- Free Title IX Regulations Webinar with TNG Partners Webinar Recording [HE](#) [K-12](#)
- 2020 Title IX Regulations as a Checklist [HE](#) [K-12](#)
- ATIXA's Title IX Coordinator's Roadmap for Developing an Implementation Plan by August 14, 2020 [HE](#) [K-12](#)
- A Title IX Introductory Webinar for K-12 Schools and Districts [K-12](#)
- ATIXA's OPEN Center Database [HE](#) [K-12](#)
- Regulations Overview for Colleges and Universities Webinar Recording* [HE](#)
- Regulations Overview for K-12 Schools and Districts Webinar Recording* [K-12](#)
- New Title IX Regulations for Boards of Trustees and Cabinet-Level Administrators Webinar Recording* [K-12](#)

- Flowchart - Case Flow and Intersection of Title VII and Title IX* [HE](#) [K-12](#)

Policy

- ATIXA's K-12 Model Policies and Procedures (AMPP)* [K-12](#)
- ATIXA's Higher Education Model Policies and Procedures (AMPP)* [HE](#)
- Advisors Model Policy* [HE](#) [K-12](#)
- Record Maintenance and Access Model Policy [HE](#) [K-12](#)
- ATIXA's One Policy, Two Procedures (1P2P) Model Ver. 4 September, 2020* [HE](#)
The following documents have not yet been updated for the August, 2020 OPEN Center Responses
- CA Version of the One Policy, Two Procedures (1P2P)* [HE](#)
- NY Version of the One Policy, Two Procedures (1P2P)* [HE](#)
- TX Version of the One Policy, Two Procedures (1P2P)* [HE](#)
- 1P2P Flowchart* [HE](#) [K-12](#)

Annual & Required Community Notification

- A Letter from the Title IX Coordinator - A Brief User Guide to the Title IX Process [HE](#) [K-12](#)
- Athletics Department Protocol for Suspensions and Remedies Template [HE](#) [K-12](#)
- OWA Notice Template for Higher Education [HE](#)
- OWA Notice Template for K-12 Schools and Districts [K-12](#)
- VAWA-Compliant Model ASR Template [HE](#)
- Model Title IX Syllabus Statement [HE](#) [K-12](#)

Intake, Notice, Reports, & Complaints

- Formal Complaint Form [HE](#) [K-12](#)
- Complainant Declines to File Complaint Response [HE](#) [K-12](#)
- Response to Formal Complaint [HE](#) [K-12](#)
- Outreach Response to Third-Party Notice Letter for the Complainant [HE](#) [K-12](#)
- Response to Third-Party Notice [HE](#) [K-12](#)
- OWA/Mandatory Reporter Notice Report Form [HE](#) [K-12](#)
- VAWA Brochure [HE](#)

Supportive Measures

- No Contact Directive [HE](#) [K-12](#)
- Supportive Measure Notification for Faculty [HE](#) [K-12](#)
- Class Absence Notification for Faculty [HE](#) [K-12](#)
- Work Absence Notification for Supervisor [HE](#) [K-12](#)
- Persona Non Grata Letter [HE](#) [K-12](#)
- Non-Compliance with NCO/Supportive Measures [HE](#) [K-12](#)

Jurisdiction

- The ATIXA Jurisdictional Rubric Online Tool* [HE](#) [K-12](#)

Pre-Investigation

- Notice of Investigation and Allegation(s) for the Complainant (NOIA) [HE](#) [K-12](#)
- Notice of Investigation and Allegation(s) for the Respondent (NOIA) [HE](#) [K-12](#)
- Process Delay Notice [HE](#) [K-12](#)

- Notice of Investigation and Allegations (NOIA) [K-12](#)
- Notice of Title IX Coordinator Decision to Sign a Formal Complaint with Rationale [HE](#) [K-12](#)
- Rationale for Not Dismissing Template [HE](#) [K-12](#)
- Rationale for Jurisdiction Template [HE](#) [K-12](#)
- Rationale for Title IX Coordinator Not Signing a Complaint Template [HE](#) [K-12](#)
- Rationale for No Emergency Removal Template [HE](#) [K-12](#)
- Memo RE: Title IX Coordinator Decision to Sign a Formal Complaint with Rationale Template [HE](#) [K-12](#)
- Sample Pre-Investigation Plan Template [HE](#) [K-12](#)

Dismissal

- Dismissal Appeal Request Form [HE](#) [K-12](#)
- Receipt of Dismissal Appeal Request [HE](#) [K-12](#)
- Memo Case Closure Mandatory Dismissal [HE](#) [K-12](#)
- Dismissal Appeal Outcome Notification [HE](#) [K-12](#)
- Complaint Dismissal - Referral to Process B [HE](#) [K-12](#)
- Complaint Dismissal - Resources Only [HE](#) [K-12](#)
- Flowchart - Mandatory or Discretionary Dismissal* [HE](#) [K-12](#)
- Memo to File for Dismissal Template [HE](#) [K-12](#)

Emergency Removal

- Emergency Removal Show Cause Meeting Request Form [HE](#) [K-12](#)
- Emergency Removal Show Cause Meeting Outcome Letter for the Complainant [HE](#) [K-12](#)
- Emergency Removal Show Cause Meeting Outcome Letter for the Respondent [HE](#) [K-12](#)
- Invitation to Show Cause Meeting for Emergency Removal Letter [HE](#) [K-12](#)
- Mandated Violence Risk Assessment [HE](#) [K-12](#)
- Notice of Emergency Removal for the Student [HE](#) [K-12](#)

Advisors

- Advisor Designation and FERPA Release Form [HE](#) [K-12](#)
- Release of Information to Advisor For Employees Form [HE](#) [K-12](#)
- Advisor Notification to Recipient Form [HE](#) [K-12](#)
- Advisor Agreement Form [HE](#) [K-12](#)
- Notice of Appointed Advisor Letter from Title IX Coordinator to a Party [HE](#) [K-12](#)
- Title IX Office to Advisor Letter Regarding Duties and Expectations [HE](#) [K-12](#)
- Advisor Non-Disclosure Agreement Template [HE](#) [K-12](#)
- The Title IX Administrator's Guide to Managing Attorney Advisors in the Sexual Harassment Grievance Process [HE](#) [K-12](#)
- Advisors Model Policy* [HE](#) [K-12](#)

Investigation

- Technology Access Release Form [HE](#) [K-12](#)
- Interview Checklist for a Respondent Form [HE](#) [K-12](#)
- Interview Checklist for the Witnesses Form [HE](#) [K-12](#)
- Interview Checklist for the Complainant Form [HE](#) [K-12](#)
- Interview Checklist for the Reluctant Complainant Form [HE](#) [K-12](#)
- Investigation File Checklist Form [HE](#) [K-12](#)
- Investigation Preparation Checklist Form [HE](#) [K-12](#)
- Process Delay Notice [HE](#) [K-12](#)
- First 10-Day Review Process and Instructions for the Complainant [HE](#) [K-12](#)

- First 10-Day Review Process and Instructions for the Respondent [HE](#) [K-12](#)
- Second 10-Day Review Process and Instructions [HE](#) [K-12](#)
- Post-Interview Transcript Review Letter for a Witness [HE](#) [K-12](#)
- Post-Interview Transcript Review Letter for all Parties [HE](#) [K-12](#)
- Witness Interview Request Letter [HE](#)
- Witness Interview Request Letter [K-12](#)
- Finalizing the Investigation Report Checklist*
- Flowchart - Investigation 106.45(b)(5)*
- Flowchart - 3 Buckets of Evidence*
- ATIXA Investigation Guide [HE](#) [K-12](#)
- Investigation Report Template [HE](#) [K-12](#)
- Investigation Report Sample Template [HE](#) [K-12](#)
- Witness List Template [HE](#) [K-12](#)
- Witness Rights Disclosure Template [HE](#) [K-12](#)
- Timeline Compliance Template [HE](#) [K-12](#)
- Communication Log Template [HE](#) [K-12](#)
- Appendix Example of Questions Posed by all Parties During an Investigation [HE](#) [K-12](#)
- Example Investigation Report Showing Responses to Evidence Review Incorporated [HE](#) [K-12](#)
- How to Manage Investigations Post 2020 Regulations [HE](#) [K-12](#)
- General Interview Questions [HE](#) [K-12](#)

Pre-Hearing

- Hearing Notification Letter for all Parties [HE](#) [K-12](#)
- Pre-Hearing Notification Letter for all Parties [HE](#) [K-12](#)
- Hearing Notification Letter for a Chair [HE](#) [K-12](#)
- Hearing Notification Letter for a Hearing Facilitator or Case Manager [HE](#) [K-12](#)
- Hearing Notification Letter for an Investigator [HE](#) [K-12](#)
- Hearing Notification Letter for a Hearing Body Member [HE](#) [K-12](#)
- Hearing Notification Letter for a Single Decision-Maker [HE](#) [K-12](#)
- Hearing Notification Letter for a Witness [HE](#) [K-12](#)
- Case Transfer from Investigator to Decision-Maker for the Decision-Maker [HE](#) [K-12](#)
- Case Transfer from Investigator to Decision-Maker for all Parties [HE](#) [K-12](#)
- Designation of External Official FERPA Notification Letter [HE](#) [K-12](#)
- Process Delay Notice [HE](#) [K-12](#)
- Pre-Hearing Meeting Outcomes Letter [HE](#) [K-12](#)
- ATIXA Process Steps Checklist: Pre-Hearing, Hearing, and Appeal* [HE](#) [K-12](#)

Informal Resolution

- Informal Resolution Consent Form [HE](#) [K-12](#)
- Process Delay Notice [HE](#) [K-12](#)
- Informal Resolution Scheduling Notice [HE](#) [K-12](#)
- Informal Resolution Failure/Referral to Formal Grievance Process [HE](#) [K-12](#)
- Flowchart - Informal Resolution* [HE](#) [K-12](#)
- Framework for Informal Resolution* [HE](#) [K-12](#)
- Informal Resolution Agreement Template [HE](#) [K-12](#)
- Informal Resolution Eligibility/Referral Template [HE](#) [K-12](#)
- Confidential Settlement Agreement and General Release Template [HE](#) [K-12](#)

Decision-Maker/Hearing

- Decision-Maker Statement of Finding and Rationale Form [HE K-12](#)
- Hearing Outcome for the Complainant [HE K-12](#)
- Hearing Outcome for the Respondent [HE K-12](#)
- No Appeal Received [HE K-12](#)
- ATIXA Guide to Effective Advising in Formal Title IX Proceedings [HE K-12](#)
- ATIXA Process Steps Checklist: Pre-Hearing, Hearing, and Appeal* [HE K-12](#)
- Sample Hearing Script Template [HE K-12](#)
- Guide to Chairing a Sexual Misconduct Hearing, Controlling Evidence, and Cross-Examination in Hearings* [HE K-12](#)
- Hearing Outcome Notification - Sexual Harassment Template [HE K-12](#)
- Hearing Outcome Notification - Dating Violence Template [HE K-12](#)
- Hearing Outcome Notification - Domestic Violence Template [HE K-12](#)
- Hearing Outcome Notification - Stalking Template [HE K-12](#)
- Hearing Outcome Notification - Discrimination Template [HE K-12](#)
- Hearing Outcome Notification - Mixed Motive Template [HE K-12](#)
- Rationale for Determination on Alleged Conflict of Interest Template [HE K-12](#)
- Rational for Determination on Alleged Bias Template [HE K-12](#)
- Hearing Panels and Decision-Makers: Briefing on the New Regulations Webinar Recording* [HE K-12](#)
- Virtual Hearing Best Practices-Tips from Practitioners Webinar Recording* [HE K-12](#)
- Relevant v. Directly Related Evidence Case Studies [HE K-12](#)
- SPOO v. Not SPOO Case Studies [HE K-12](#)

Appeals

- Appeal Request Form [HE K-12](#)
- Process Delay Notice [HE K-12](#)
- Appeal Received / Response to Appeal / Appeal Invitation for a Party [HE K-12](#)
- Appeal Received / Invitation to Respond to Appeal for a Decision-Maker [HE K-12](#)
- Appeal Received / Invitation to Respond to Appeal for an Investigator [HE K-12](#)
- Appeal Outcome Notification [HE K-12](#)
- Remand Instructions [HE K-12](#)

Post-Process

- Non-Compliance with Sanctions [HE K-12](#)
- ATIXA Process Steps Checklist: Pre-Hearing, Hearing, and Appeal* [HE K-12](#)
- Supportive Measure Summary Template [HE K-12](#)
- Return from Suspension Re-entry Clearance [HE K-12](#)
- No Deliberate Indifference Case Closure Document [HE K-12](#)

Case Studies

- Relevant v. Directly Related Evidence Case Studies [HE K-12](#)
- SPOO v. Not SPOO Case Studies [HE K-12](#)