

Title IX Investigation Notice Form

To: [Interviewee's Name]
From: [Investigator's Name]
Date:
Re: [Title IX Investigation]

I am investigating a possible violation of school policy. As part of the investigation, I will be interviewing you today. The purpose of this notice is to provide some important information about what the school expects from you during the investigation.

The school appreciates your participation in this process. We expect you to cooperate fully in the investigation by, for example, answering all questions completely and honestly, providing any documents that are relevant to the investigation, and making yourself available for follow-up interviews, if necessary. You will be excused from your usual work duties for interviews and any other activities necessary to the investigation.

Retaliation against anyone involved in the investigation is strictly prohibited. If you retaliate against anyone involved in this investigation, you will be subject to discipline. If you believe you have been mistreated or otherwise retaliated against because of your participation in this investigation, please tell me immediately.

We expect you to keep the investigation and complaint (if there is one) confidential. This means that you should not talk about the investigation, or the statements you make during the interview, with your coworkers or other school employees. We will maintain the confidentiality of the investigation to the extent possible, revealing information only on a need-to-know basis. If you become aware of any breach of confidentiality—for example, if you hear coworkers discussing the investigation—please contact me immediately.

I encourage you to contact me after our interview today if you remember additional information or if you would like to change or add to your statement for any other reason.

Your signature indicates that you have received and read this notice.

Signature: _____ [Interviewee's Signature] _____ Date: _____

Name: _____ [Interviewee's Printed Name] _____