



Title IX Toolkit (TIXKit) – Forms & Templates Only

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Welcome to ATIXA's Title IX Toolkit (TIXKit), available for Super Members, K-12 Professional Development Package Holders, or by separate purchase of an annual subscription. TIXKit features regulation-compliant versions of 300+ letter templates, forms, and checklists, plus sample reports, case studies, releases, NDAs, and everything else a Title IX Office needs to operate its record-keeping protocols with efficiency and compliance. This version of TIXKit is pared down and tightly focused on the forms and templates you need to satisfy the Title IX regulations communication protocols, without all the narrative guides and how-to sections of the full Kit. It contains only the documents categorized as a form or template from the full kit. Those with full TIXKit access receive this content already.

Resources Organized by Order of the Flow of the Resolution Process

Please Note: Each resource listed below is clickable and linked to a downloadable document from the ATIXA site.

Annual & Required Community Notification

- OWA Notice Template for Higher Education [HE](#)
- OWA Notice Template for K-12 Schools and Districts [K-12](#)
- VAWA-Compliant Model ASR Template [HE K-12](#)

Intake, Notice, Reports, & Complaints

- Communication Log Template [HE K-12](#)
- Complainant Declines to File Complaint Response [HE K-12](#)
- Formal Complaint Form [HE K-12](#)
- Notice of TIXC Decision to Sign Formal Complaint with Rationale [HE K-12](#)
- Outreach Response to Third-Party Notice Letter for the Complainant [HE K-12](#)
- OWA/Mandatory Reporter Notice Report Form [HE K-12](#)
- Response to Formal Complaint [HE K-12](#)
- Response to Third-Party Notice [HE K-12](#)
- Title IX Grievance Process FAQ Template [HE K-12](#)
- VAWA Brochure [HE](#)

Supportive Measures

- Class Absence Notification for Faculty [HE K-12](#)
- No Contact Directive [HE K-12](#)
- Non-Compliance with NCO or Other Supportive Measures [HE K-12](#)
- Persona Non Grata Letter [HE K-12](#)
- Supportive Measure Notification for Faculty, Registrar, Etc. Letter - *Coming Soon!* [HE K-12](#)
- Supportive Measure Reinforcement Request [HE K-12](#)
- Supportive Measure Request [HE K-12](#)
- Supportive Measure Summary Template [HE K-12](#)
- Title IX Syllabus Statement [HE](#)
- Work Absence Notification for Supervisor [HE K-12](#)

Pre-Investigation

- Addressing a Reluctant Complainant [HE K-12](#)
- Complaint Dismissal – Referral to Process B [HE K-12](#)
- Complaint Dismissal – Resources Only [HE K-12](#)
- Interview Checklist for the Reluctant Complainant Form [HE K-12](#)
- Investigation Preparation Checklist [HE](#)
- K-12 Investigation Preparation Checklist [K-12](#)
- Memo to File: Determination of Title IX Jurisdiction [HE K-12](#)
- Memo to File: Title IX Coordinator Decision to Sign a Formal Complaint with Rationale Template [HE K-12](#)
- 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](#)
- Notice to the Parties Checklist [HE K-12](#)
- Process Delay Notice Letter [HE K-12](#)
- Sample Pre-Investigation Strategic Plan Template [HE K-12](#)

Dismissal

- Dismissal Appeal Outcome Notification Letter [HE K-12](#)
- Dismissal Appeal Request Form [HE K-12](#)
- Memo Case Closure Mandatory Dismissal [HE K-12](#)
- Memo to File for Dismissal Template [HE K-12](#)
- Receipt of Dismissal Appeal Request [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](#)
- Memo to File: Determination of No Emergency Removal [HE K-12](#)
- Notice of Emergency Removal for the Student [HE K-12](#)
- Title IX VRA Referral Protocol [HE K-12](#)

Advisors

- Advisor Non-Disclosure Agreement Template [HE K-12](#)
- Advisor Designation and FERPA Release Form [HE K-12](#)
- Advisor Notification to Recipient Form – *Coming Soon!* [HE K-12](#)
- Notice of Appointed Advisor Letter from Title IX Coordinator to a Party [HE K-12](#)
- Release of Information to Advisor for Employees Form [HE K-12](#)

Investigation

- Communication Log Template [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](#)
- Interview Checklist for the Complainant [HE K-12](#)
- Interview Checklist for the Respondent Form [HE K-12](#)
- Interview Checklist for the Witnesses Form [HE K-12](#)
- Interview Checklist for the Reluctant Complainant Form [HE K-12](#)
- Investigator Recording Protocol [HE K-12](#)

- Investigation Report Templates [HE K-12](#)
- Organizing the Investigation File – Investigation Checklist [HE K-12](#)
- Post-Interview Transcript Review Letter for all Parties [HE K-12](#)
- Post-Interview Transcript Review Letter for the Witness [HE K-12](#)
- Protected Information Release Form [HE](#)
- Rules of Decorum [HE](#)
- Sample Incident Timelines [HE K-12](#)
- Second 10-Day Review Process and Instructions [HE K-12](#)
- Title IX Investigation Report Sample – Higher Education – Employee-Employee [HE](#)
- Title IX Investigation Report Sample – Higher Education – Student-Student [HE](#)
- Title IX Investigation Report Sample – K-12 – Student-Student [K-12](#)
- Unresponsive Respondent Letter [HE K-12](#)
- Witness Interview Request Letter [HE](#)
- Witness List Template [HE K-12](#)
- Witness Rights Disclosure Template [HE K-12](#)

Pre-Hearing

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

Informal Resolution

- Consent Denied for Informal Resolution [HE K-12](#)
- Consent Granted for Informal Resolution [HE K-12](#)
- Consent Sought for Informal Resolution [HE K-12](#)
- Framework for Informal Resolution* [HE K-12](#)
- Informal Resolution Agreement Implementation Letter from TIXC (Complainant) [HE K-12](#)
- Informal Resolution Agreement Implementation Letter from TIXC (Respondent) [HE K-12](#)
- Informal Resolution Agreement Template [HE K-12](#)
- Informal Resolution Consent Form [HE K-12](#)
- Informal Resolution Referral to Facilitator [HE K-12](#)
- Informal Resolution Scheduling Notice for all Parties [HE K-12](#)
- Notification of Informal Resolution Failure/Referral for Formal Grievance Process [HE K-12](#)

Decision-Maker/Hearing

- Decision-Maker Statement of Finding and Rationale Form [HE K-12](#)
- Hearing Outcome Letter for the Complainant [HE K-12](#)
- Hearing Outcome Letter for the Respondent [HE K-12](#)
- Memo to File: Determination of Bias or Conflict of Interest [HE K-12](#)

- Notice of Final Determination - No Appeal (Complainant) [HE K-12](#)
- Notice of Final Determination - No Appeal (Respondent) [HE K-12](#)
- Panel Hearing Script Template [HE](#)

Appeals

- Appeal Outcome Notification Letter for the Complainant [HE K-12](#)
- Appeal Outcome Notification Letter for the Respondent [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 Received / Response to Appeal / Appeal Invitation for a Party [HE K-12](#)
- Appeal Request Form [HE K-12](#)

Post-Process

- No Deliberate Indifference Case Closure Document [HE K-12](#)
- Non-Compliance with Sanctions [HE](#)
- Non-Compliance with Sanctions Outcome [HE](#)
- Supportive Measure Summary Template [HE K-12](#)