



TIXKit for Investigators

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ATIXA'S Title IX Toolkit (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 the TIXKit is focused only on resources needed by investigators (the full TIXKit includes resources for the entire resolution process, from intake to appeal).

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

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 Notice of Investigation and Allegations (NOIA) Letter – *Coming Soon!* [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](#)

Emergency Removal

- Notice of Emergency Removal for the Student [HE K-12](#)

Investigation

- Appendix Example of Questions Posed by all Parties During an Investigation – *Coming Soon!* [HE K-12](#)
- Assessment, Synthesis, Credibility, and Recommended Findings [HE K-12](#)
- ATIXA Investigation Plan – PDF Document [HE K-12](#)
- ATIXA Investigation Plan – Word Document [HE K-12](#)
- Best Practices for Interviewing in a Virtual Platform [HE K-12](#)
- Communication Log Template [HE K-12](#)
- Continuum of Fact-Gathering to Fact-Finding [HE K-12](#)
- Example Investigation Report Showing Responses to Evidence Review Incorporated – *Coming Soon!* [HE K-12](#)
- Finalizing the Investigation Report Checklist – PDF Document [HE K-12](#)
- Finalizing the Investigation Report Checklist – Word Document [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](#)
- Flowchart - 3 Buckets of Evidence* [HE K-12](#)
- Flowchart - Finalizing the Investigation Report [HE K-12](#)
- Flowchart - Investigation 106.45(b)(5)* [HE K-12](#)
- General Interview Questions [HE K-12](#)

- How to Manage Investigations Post 2020 Regulations [HE K-12](#)
- Interview Checklist for the Complainant [HE K-12](#)
- Interview Checklist for the Reluctant Complainant Form [HE K-12](#)
- Interview Checklist for the Respondent Form [HE K-12](#)
- Interview Checklist for the Witnesses Form [HE K-12](#)
- Investigator Recording Protocol [HE K-12](#)
- Investigation Report Templates [HE K-12](#)
- Investigation Tips and Sample Topical Questions [HE K-12](#)
- K-12 Witness Interview Request Letter – *Coming Soon!* [K-12](#)
- Organizing the Investigation File – Investigation Checklist [HE K-12](#)
- Post-Interview: 5 Documents to Create [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](#)
- Procedural Roadmap – PDF Document [HE K-12](#)
- Procedural Roadmap – Word Document [HE K-12](#)
- Protected Information Release Form [HE](#)
- Questioning Skills [HE K-12](#)
- Rules of Decorum [HE](#)
- Sample Incident Timelines [HE K-12](#)
- Second 10-Day Review Process and Instructions [HE K-12](#)
- Technology Access Release Form – *Coming Soon!* [HE K-12](#)
- Timeline Compliance Template [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](#)
- Trauma-Informed Interviewing [HE K-12](#)
- Types of Physical and Electronic Evidence [HE 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](#)