

*The Nuts and Bolts of Writing
an Investigation Report*

aces



**The Nuts and Bolts of Writing
an Investigation Report**

Presented by

Maree F. Sneed, ESQ, Partner
HOGAN LOVELLS LLP
Washington, DC

and

Area Cooperative Education Services (ACES)
Professional Development/School Improvement
and the Connecticut State Department of Education

Friday, Nov. 12, 2010
8:30 am to 4:30 pm

ACES, 205 Skiff Street
Hamden, CT 06517

Fee: **\$150**

Maximum Attendance is 45

Who Should Attend This Workshop?

School officials who conduct investigations must know the laws, be a skilled investigator, and be able to write a clear, concise investigation report. This workshop will provide valuable guidance and practice on how to put the results of investigations into an effective summary report.

THE DEADLINE TO REGISTER IS OCT 29, 2010.

.7 CEUs will be awarded for full attendance

What will be covered in this workshop?

The Nuts and Bolts of Writing an Investigation Report

For school officials, one of the critical components of an investigation is writing a report detailing your findings. This workshop will review how to conduct an investigation, but more importantly the best practices, and do's and don'ts of writing the report. It will focus on identifying and explaining the key components of a model investigation report and will provide participants with the opportunity to practice writing a report. This workshop should be of interest to any school official who conducts Title IX or other investigations.

Learner Objectives:

The learner will:

- 1) Review the key steps in conducting an investigation.
- 2) Learn the key components of an investigation report.
- 3) Practice writing a model report.

About the Presenter:

Maree Sneed's practice involves advising school districts, educational associations, and private companies in the education sector on a wide range of state and federal legal issues, including those involving the U.S. Constitution, No Child Left Behind Act of 2001 (NCLB), the Individuals with Disabilities Education Act (IDEA), Title VI of the Civil Rights Act of 1964, Title IX, and the Magnet School Assistance Project.

Maree has been involved in litigating on behalf of school districts in both state and federal courts and recently was counsel of record in two Supreme Court cases, *Schaffer v. Weast* and *PICS v. Seattle School District No. 1*. She also has counseled school districts on the development of policies and plans for English Language Learner students and racial and sexual harassment. She has assisted school districts in developing court-ordered and voluntary student assignment plans, and magnet plans and policies, including those that comply with the requirements of the federal Magnet Schools Assistance Project.

Maree has been on the faculty of the Harvard Graduate School of Education and formerly a board member and secretary of the National School Boards Foundation. Before attending law school, she taught at the high school level. She was also a secondary school principal, assistant principal, and supervisor of gifted and alternative programs in the Montgomery Count (MD) Public Schools.

How do I register?

Please register online at <http://www.aces.org/workshops/index.aspx> by no later than 4:00 p.m. on Oct. 29, 2010. Maximum enrollment is 45 people. There is no on-site registration. All attendees must be pre-registered. **You will be notified by ACES via e-mail if your registration has been accepted, so please be sure to provide a working e-mail address.**

If you have special needs, please contact Mary Lou Woods by phone at 203-407-4403 or by e-mail at mwoods@aces.org to discuss necessary arrangements after you have completed your online registration.

Payment

ACES Federal ID Number is 06-088-1700. Payment of \$150 may be made by credit card, check, money order or purchase order should be made payable to "ACES."

No registrations will be confirmed without a prior purchase order or payment. Please mail checks or fax or mail purchase orders by 4:00 p.m. on Oct. 29, 2010 to Mary Lou Woods, PDSI -ACES - 205 Skiff Street, Hamden, CT 06517, Tel: 203-407-4403, Fax: 203-407-4591. No refund or waiver of registration fees will be provided for cancellations after Oct. 29, 2010. A written notice of cancellation must be faxed, mailed or emailed to Mary Lou Woods at mwoods@aces.org on or before Oct. 29, 2010. No cancellations via phone will be accepted.

CEUs

Once attendance and evaluations have been processed, (usually 1-2 weeks after the event) you will receive an email giving you the link where you may go to print your CEU certificate.

For questions about Registration, please contact Mary Lou Woods at 203-407-4403. or e-mail mwoods@aces.org. **For questions about the content of the workshop, contact Bill Howe at 860-713-6752 or e-mail at: william.howe@ct.gov**

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Other workshops in this series:

Training for Title IX/Equity Coordinators

Presenters: Neena Chaudhry, Senior Counsel, National Women's Law Center - Washington, DC and Dr. William A. Howe – State Title IX Coordinator at the Connecticut State Department of Education.

November 10, 2010 - 45 attendees per session maximum

Fee= \$130

8:30 am to 4:30 pm, ACES, 205 Skiff Street , Hamden, CT 06517

Please register online at <http://www.aces.org/workshops/index.aspx>

What School Professionals Should Know for Successfully Investigating Complaints and Reports of Harassment in Schools and School-Related Activities

Presenter:

Richard W. Cole, Esq., Civil Rights and Safe Schools Consultant
and the

Connecticut State Department of Education,
Bureau of Accountability & Improvement

Oct. 18 or Oct 25, 2010 - 40 attendees per session maximum

Fee= \$110

8:30 am to 4:30 pm, ACES, 205 Skiff Street , Hamden, CT 06517

Please register online at <http://www.aces.org/workshops/index.aspx>