

Title IX Required Notice of Formal Complaint of Sexual Harassment

Send to all known parties including parents/guardians

District Case No.: _____
Date: _____
Complainant: _____
Respondent: _____

A formal complaint of alleged sexual harassment has been filed involving conduct that may violate Title IX and/or District Policy and Codes of Conduct. The allegations are as follows *(include sufficient details known at the time of complaint, including identity of parties, date and location of alleged incident(s), and description of alleged sexual harassment)*:

The filing of a formal complaint triggers the District's Title IX Grievance Process, a copy of which is enclosed with this notice. Also enclosed with this notice is information concerning the availability of informal methods that may be agreed upon by the parties as an alternative means of resolving the complaint in lieu of the formal grievance process. ***[Delete this last sentence if the complaint involves employee-on-student sexual harassment; informal resolution is not available in those situations.]***

As explained in the enclosed Title IX Grievance Process, the District is obligated to investigate allegations in a formal complaint of sexual harassment. An investigator will be assigned to this matter and will contact you to arrange an interview to discuss the allegations.

Please be advised that the Respondent is presumed not responsible for the alleged conduct. A determination regarding responsibility is made at the conclusion of the enclosed Title IX grievance process.

You may have an advisor of your choice assist or represent you in this process. The advisor may be, but is not required to be, an attorney. Please note that the District does not provide or pay for a party's advisor.

You have the right to inspect and review evidence in accordance with the District's Title IX Grievance Process. The investigator assigned to this matter will make evidence gathered in the course of the investigation available to you at a later date.

Be advised that District Policy and the Code of Conduct prohibit knowingly making false statements or knowingly submitting false information during the grievance process. ***[Cite to applicable policy/code of conduct provisions.]*** Such an act is punishable under the District's Code of Conduct.

Additionally, be advised that the District prohibits a party from retaliating in any manner against an individual who has complained of alleged sexual harassment or against any individual who participates in an investigation of such conduct. Retaliation is punishable under the District's Code of Conduct.

Should you have any questions after reviewing the enclosed materials, please let me know.

Sincerely,

[Insert Name]
Title IX Coordinator

Enclosures:
Title IX Grievance Process
Informal Resolution Process (if applicable)