

EXAMPLE OF WRITTEN NOTICE OF ALLEGATIONS

[Editor's Note - Please do the following: (1) Insert the identity of the recipient and parent/guardian if the recipient is a minor pupil. Also send to the recipient's advisor (if any). (2) Although not required by Title IX code and regulations, you may wish to send the notification via certified mail. (3) Please note that the letter does not need to be sent simultaneously to all parties, but must be sent to each individual party with sufficient advance notice that the recipient has time to prepare a response before any initial interview.]

RE: WRITTEN NOTICE OF ALLEGATIONS UNDER TITLE IX AND NOTIFICATION OF GRIEVANCE PROCESS UNDER TITLE IX

The District has received a formal complaint of sexual harassment under Title IX ([20 U.S.C. §§ 1681–1688](#)), Title IX Regulations ([34 C.F.R. part 106](#)), and Board Policy (*insert board policy and procedure reference here*). According to the law and applicable regulations the District must provide a detailed written notification to the parties that are involved in the complaint. This letter constitutes that required notification of the allegations of sexual harassment and notification of the District's grievance process as required by Title IX.

The District's Title IX sexual harassment grievance process is located here (*insert link*) and is attached to this letter.

The following is a summary of the allegations of sexual harassment contained in the complaint:

[Editor's Note: Include sufficient details known at the time of the issuance of the letter of notification (i.e., identities of the parties involved in the incident if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident).]

Please note that by law the District's receipt of the complaint and the District's inclusion in this letter of the above statement regarding the allegations of sexual harassment does not imply that a decision by the District has been made regarding the complaint.

By law the respondent is presumed not responsible for the alleged conduct and a determination regarding responsibility is made at the conclusion of the grievance process.

As a party in this matter you have the right to an advisor of your choice. That advisor may be an attorney and that advisor may inspect and review evidence. The District, however, does not supply an advisor for you in this process.

[Editor's Note: You must inform the parties of any provision in the District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.]

[Editor's Note: Please note that the written notice must be provided with sufficient time to prepare a response before any initial interview.]

We have scheduled a meeting to meet with you and your advisor (if any) on (*insert date*).

Please note that if other allegations are identified for investigation after the initial written notice has been issued, notice of the additional allegations must be provided to the parties whose identities are known.

Please note that all written notices, reports and other materials provided to parties throughout the Title IX grievance process for formal complaints are also provided to a party's advisor if any, and normally also to parents or guardians if any party is a minor.

My contact information is as follows:

Insert Contact Information Here

Please feel free to contact me with any questions or comments.

Sincerely,

Insert name

***INSERT HARD COPY OF POLICY AND/OR PROCEDURE WITH GRIEVANCE PROCESS
HERE***