

# NOTICE OF DISMISSAL

## DISTRICT LETTERHEAD

[DATE]

Via email: \_\_\_\_\_

Original via First Class Mail or Certified Mail/Return Receipt Requested

[Name of Complainant/Parents/Guardian]

[Address]

[City State Zip Code]

Re: Title IX Complaint – Notice of Dismissal of Title IX Complaint

Dear \_\_\_\_\_:

This letter is to inform you that the Title IX office has decided to dismiss the allegations brought to the office by **[Complainant]**. The allegations include \_\_\_\_\_

The District has determined to dismiss the complaint because **[choose one or all that apply: (i) The district is unable to identify the respondent after taking reasonable steps to do so; (ii) The respondent is not enrolled at the district and is not employed by the recipient; (iii) The complainant voluntarily withdraws any or all of the allegations in the complaint, you as the Title IX Coordinator decline to initiate a complaint, and the district determines that, without the complainant's withdrawn allegations, the conduct alleged in the complaint would not constitute sex discrimination under Title IX even if proven; or (iv) The district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX]**. This is consistent with the policies, as enclosed for your reference.

You may appeal this decision to dismiss the complaint within 10 district business days of this letter. To do so, please contact the Title IX Coordinator's Office at **[phone number]** or **[email]**.

Sincerely,

\_\_\_\_\_  
[Name]

Title IX Coordinator/Designee

Enclosure: FFH(LOCAL) & FFH (REGULATION)

