

OPPORTUNITY TO REVIEW EVIDENCE LETTER

DISTRICT LETTERHEAD

**The Complainant and Respondent are entitled to review copies of the relevant evidence or an accurate description of the evidence prior to the issuance of a determination of responsibility. If the District provides a description of the evidence, the parties are entitled to an equal opportunity to access the relevant evidence upon the request of any party. The parties must be provided an opportunity to respond to the evidence or description of the evidence.*

[Date]

[Adult Student Complainant/Parent/Guardian/Employee Complainant/Respondent]

[Address]

[City State Zip Code]

Re: Opportunity to Review Evidence Title IX Complaint – Sex-based Discrimination

Case No. _____

Dear Mr./Ms. _____:

You have the right to review all relevant evidence, or an accurate description of the evidence obtained as part of the investigation of sex-based discrimination involving you/your student. It is up to the district to determine what gathered evidence is considered both relevant and not otherwise impermissible, and such a determination is final and cannot be appealed.

[Option 1]

Below is an accurate description of the relevant evidence:

If you wish to review this evidence, **[insert instructions for accessing the evidence.]**

[Option 2]

The evidence may be inspected upon request in the Title IX Coordinator's office. In your written response, please provide dates within the next 10 calendar days in which you would be available to come in and view this evidence. The Title IX Coordinator will be in touch to schedule a time for you to meet with them and review the evidence. While reviewing the evidence, the Title IX Coordinator will not answer questions or discuss the investigation with you. You will be prohibited from using your cell phone inside of the Title IX Coordinator's office,



and you may not make copies or take photographs of the evidence.

You may submit a written response to the evidence within 2 district business days of reviewing the evidence. Any written response provided will be considered before the investigation concludes.

Sincerely,

[Name]

District Official

cc: Title IX Coordinator

