

DISTRICT LETTERHEAD

****The Complainant and Respondent are entitled to written notice of the date, time, location, participants, and purpose of investigative interviews with sufficient time to prepare (e.g., 2-5 days).***

[Date]

**[Adult Student Complainant/Parent/Guardian/Employee Complainant/Respondent]
Address
City State Zip Code**

Re: Notice of Title IX Investigative Interview
Case No. _____

Dear Mr./Ms. _____:

As you are aware, the District has received a Formal Complaint alleging sexual harassment involving you/your student. I plan to interview you/your student at **[Time]** on **[Date]** regarding this pending complaint. The interview will occur at **[Location]**.

Parties may be accompanied by an advisor to the interview to observe the process. However, parties are expected to respond to questions directly, as developmentally appropriate. While an advisor may attend the meeting, he/she may not question a party, others, or the investigator.

You have the right to submit evidence for consideration. You may submit evidence to me via email, flash-drive, or hard-copy. For all evidence you submit, please retain the original and provide only a copy. Include your/your student's name and the date on all information submitted. Please keep in mind that all evidence may be shared with all parties prior to the issuance of my investigative report.

Before the issuance of my investigative report, you and the other party(ies) will have the opportunity to receive a copy of the evidence and an opportunity to submit a written response on your behalf/of your student.

If you have any questions regarding the interview, please contact me at **(XXX) XXX-XXXX** or **[email]**.

Sincerely,

[Name]

Title IX Investigator

cc: Title IX Coordinator/Designee