

DISTRICT LETTERHEAD

[Date]

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

Re: Opportunity to Submit Questions
Case No. _____

Dear Mr./Ms. _____:

The District's Title IX grievance process provides you the opportunity to submit questions that you would like asked of the party(ies) or witnesses. Questions must be relevant to the allegations. Moreover, Title IX regulations do not allow questions about a party's sexual predisposition or prior sexual behavior, unless the evidence is needed to establish that someone other than the Respondent committed the alleged conduct or to prove consent.

You may submit questions to me no later than the seventh calendar day after receiving this letter by emailing me at _____ or calling me at _____. I will relay the questions to the appropriate party or witness and provide you with a copy of their responses prior to making a determination of responsibility.

Sincerely,

[Name]
Title IX Decision Maker

cc: Title IX Coordinator