

DISTRICT LETTERHEAD

***This notice must be sent to a party when the other party has filed an appeal of the determination of responsibility.**

[Date]

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

[Address]

Re: Notice of Appeal of Determination of Responsibility
Case No. _____

The Complainant/Respondent in the above referenced matter filed an appeal of the Decision Maker's determination of responsibility. A copy of the appeal is enclosed. You may, but are not required to, submit a written statement in support of or challenging the appeal. If you would like to submit a response, please do so no later than **[date]**. Please send this statement via mail or email to the Title IX Coordinator who will provide the statement to the administrator who will issue a final decision on the appeal.

Sincerely,

[Name]

Title IX Coordinator