***NOTE: To be used to provide notice that there will be a delay in completion of HHB or Retaliation investigation, given special, documented circumstances, within the 5 day time period. Once investigation is in fact completed, the Announcement of HHB or Retaliation completion investigation letter(s) should then be sent to both parties’ parents. The task of announcing a delay in completion of an investigation is NOT specifically addressed in the VT Procedures so this letter is included both here and in the Designated Employee’s Tool Kit.***

**TO: Respondent Employee/Student/Parent(s)**

**RE: Announcing Special Circumstances Delaying Completion of Investigation**

On (INSERT THE DATE OF YOUR ORIGINAL ANNOUNCEMENT OF INVESTIGATION LETTER) you were provided with written notice that the [INSERT THE SCHOOL NAME] had initiated an investigation under School District’s Policy for the Prevention of Harassment, Hazing and Bullying of Students and accompanying Procedures. Under the accompanying Procedures the school is required to complete its investigation within five school days unless special circumstances are present and documented. (Procedures, Section III.A.)

I am therefore providing you with written notification that special circumstances exist in this case ***[OPTIONAL: “whereby …” (INSERT BRIEF EXPLANATION OF DELAY TO THE EXTENT POSSIBLE WITHOUT VIOLATING OTHER STUDENT PRIVACY RIGHTS, i.e., investigator absence/illness, student witness availability (generally), school activities necessitating student absences from campus, government agency or police directives received by school)]*** such that the school will not be able to complete the investigation within that time limit.

You will receive written confirmation when the investigation has in fact been completed, which we anticipate will be no later than [INSERT DATE].

Please feel free to contact me with any questions.

Signed,

Investigator/Designee(Model Procedures do not assign this duty explicitly)

Enclosures: Policy For the Prevention of Harassment, Hazing and Bullying of Students; Procedure For the Prevention of Harassment, Hazing and Bullying of Students

CC: Investigator’s Investigative File