**INSTRUCTIONS**: TITLE IX COORDINATOR SHOULD SEND THIS TO CONFIRM THEIR INITIAL CONTACT WITH COMPLAINANT FOLLOWING **INITIAL REPORT OF TITLE IX SEXUAL HARASSMENT FROM ANY SOURCE.**

Be sure to read this entire letter and make the appropriate text selections where indicated in [BRACKETS]

[INSERT HERE DATE OF LETTER OR EMAIL]

[INSERT METHOD OF DELIVERY: FIRST CLASS MAIL OR EMAIL]

TO: Complainant (Individual alleged to have been victim of sexual harassment, need not have reported harassment).

**[INSERT HERE MAIL ADDRESS]**

**[INSERT HERE EMAIL ADDRESS IF USED]**

RE: Contact Regarding Report of Title IX Sexual Harassment

Dear **[Insert Complainant Name and/or Guardian Name]:**

I am writing to follow up on our **[INSERT HERE THE DATE OF CONTACT]** **[CHOOSE METHOD OF CONTACT USED: meeting/phone call**] wherein I contacted you in my role as **[CHOOSE ONE: District – or – Building Based]** Title IX Coordinator in response to a report of sexual harassment prohibited by Title IX.

During our **[CHOOSE ONE: phone call/meeting]** I explained that **[CHOOSE ONE: you/your child] [CHOOSE ONE**: **are/is]** entitled to receive Supportive Measures. I explained that Supportive Measures are available **[CHOOSE ONE: to you/to your child]** regardless of whether or not you choose to file a Formal Complaint of Sexual Harassment. **[If SUPPORTIVE MEASURES WERE REQUESTED OR AGREED TO DURING THE MEEITNG OR PHONE CALL YOU SHOULD ALSO DESCRIBE THOSE ARRANGEMENTS].**

I also explained that you are entitled to file a Formal Complaint of Harassment and the process for filing such a complaint. **[CHOOSE EITHER: I provided you with a form that you can use to make such a filing OR I explained where on our website you could find a form to file a complaint**].

**[CHOOSE ONE: I also provided you with a copy OR I am enclosing with this letter for your information**] a copy of the Model Policy for the Prevention of Sexual Harassment as Prohibited by Title IX.

Please feel free to contact me with any questions.

Sincerely,

[DISTRICT/BUILDING BASED] TITLE IX COORDINATOR

**Enclosure: [IF YOU ARE SENDING THE POLICY: MODEL POLICY for the Prevention of Sexual Harassment as Prohibited by Title IX]**