INSTRUCTIONS FOR TITLE IX COORDINATOR: USE THIS LETTER TO NOTIFY PARTIES WHEN THERE HAS BEEN A CHANGE IN THE “SCOPE” OF AN ONGOING TITLE IX INVESTIGATION. IDENTICAL BUT SEPARATE LETTERS SHOULD BE SENT TO COMPLAINANT AND RESPONDENT AND SENT SIMULTANEOUSLY, COPYING THEIR ADVISOR, IF ANY.

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

[INSERT HERE DATE OF LETTER OR EMAIL]

RESPONDENT/COMPLAINANT NAME

MAIL ADDRESS  
EMAIL ADDRESS

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

RE: Notification of Change of Scope of Ongoing

Title IX Investigation

Dear **[INSERT RESPONDENT OR COMPLAINANT NAME]:**

I am writing in my role as **[CHOOSE ONE: District – or – Building Based]** Title IX Coordinator, to inform you that information obtained in the course of the investigation has resulted in a change to the scope of inquiry. The change is that [INSERT THE CHANGE ANNOUNCED.] At this time the allegations potentially constitute sexual harassment as prohibited by Title IX, specifically:

(1) involving **[INSERT HERE the identities of the parties involved in the incident (if known)]**;

(2) in which it is alleged that **[INSERT HERE a description of the conduct allegedly constituting “sexual harassment” as defined by the Policy**]; and

(3) occurred **[INSERT HERE the date and location of the alleged conduct (if known)]**.

*Party Protections*

You remain entitled, throughout the Grievance Process to an advisor of your choice, who may be, but is not required to be an attorney, and who may be present during any Grievance proceeding, including any related meeting. (Please note again that the District may establish restrictions regarding the extent to which your advisor may participate in the proceedings, so long as the restrictions apply equally to both Complainant and Respondent.) Please know that in this process the Respondent remains presumed not responsible for the alleged conduct. A determination regarding responsibility shall be made at the conclusion of the Title IX Grievance Process as set forth in Section IV. of the Policy, which will include a Sexual Harassment Investigation, and be decided upon a preponderance of the evidence standard. Please be also advised that throughout this process all parties are protected from acts of retaliation. (Please see Policy Section II. for the definition of Retaliation). Please let me know immediately if you believe you have been subject to any acts of retaliation.

**[IF THE CASE DOES NOT INVOLVE ALLEGATIONS OF SEXUAL HARASSMENT OF A STUDENT BY AN EMPLOYEE AND THE DISTRICT WISHES TO OFFER IT, ANNOUNCE THE OPTION OF INFORMAL RESOLUTION HERE:**

***Option of Informal Resolution***

**Section IV. D. of the Policy also provides that at any time prior to the reaching of a determination regarding responsibility (but only after the Filing of a Formal Complaint), the District may offer an optional informal resolution process. The District is offering this option to you in this case [OPTION to insert here any particular form(s) of resolution process District is making available in this case]. Please know that your acceptance of this option is NOT a condition of your [CHOOSE THE APPROPRIATE OPTION OF EITHER: continuing employment with the District OR continuing enrollment with the District] and that by agreeing to Informal Resolution you will not waive your right to a Sexual Harassment Investigation. At any time prior to agreeing to an informal final resolution either party has the right to withdraw from the informal resolution process and resume the Grievance Process with respect to the Formal Complaint. Please know that depending upon the outcome of the Informal Resolution process, records of this process may be maintained by the District. The process may only be employed if both parties agree. Any agreement by you to pursue Informal Resolution must be in writing – accordingly a form is attached for that purpose.]**

If you did not previously seek an advisor, but have now obtained one please let me know the identity and contact information of any advisor you have selected to work with you through this process so that they may be included on future contact by either myself or the Investigator.

Thank you for your ongoing cooperation through this process. Please let me know if you have any questions.

Signed,

[DISTRICT/Building Based] Title IX Coordinator

CC: Party Advisor (IF ANY)

Investigator’s Investigative File

Enclosure: Form – Consent to Informal Resolution (**ONLY** IN CASES WHERE IT IS BEING OFFERED)