LETTER – NOTIFICATION OF OPPORTUNITY TO REVIEW AND RESPOND TO EVIDENCE

INSTRUCTIONS FOR TITLE IX COORDINATOR: USE THIS LETTER TO NOTIFY EACH PARTY WHEN YOU AS TITLE IX COORDINATOR ARE PROVIDING THEM THEIR OPPORTUNITY TO REVIEW AND RESPOND TO ALL EVIDENCE GATHERED IN THE COURSE OF THE INVESTIGATION AS PROVIDED BY **POLICY SECTION IV.E.7 and 8.**

**SEND IDENTICAL LETTERS TO COMPLAINANT AND RESPONDENT AND THEIR ADVISORS (IF ANY) SEPARATELY AND SIMULTANEOUSLY.**

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]**

RESPONDENT/COMPLAINANT NAME

ADDRESS  
EMAIL ADDRESS

RE: Notice of Opportunity to Review and Respond to Evidence

DEAR [**INSERT NAME OF RECIPIENT]**:

I am writing in my capacity as Title IX Coordinator to provide you with an opportunity to review and respond to the evidence gathered and received by the Title IX Investigator directly related to the allegations raised in the Formal Complaint. A copy of that evidence is attached [**EITHER ATTACH AN ELECTRONIC OR HARD COPY]** for your review, as required by Policy Section IV.E.7 and 8.

If you wish to submit a written response to any of this evidence please provide that directly to the Title IX Investigator no later than [**INSERT DEADLINE DATE which MUST PROVIDE THEM AT LEAST 10 DAYS FROM THE ANTICIPATED DATE OF RECEIPT OF YOUR LETTER BY THE RECIPIENT]**.

Please let me know if you have any questions.

Sincerely,

[District/Building-Based] Title IX Coordinator

Enclosure: Title IX Investigation Evidence Packet

Cc: Title IX Investigator (assigned)

Party Advisor (IF ANY)