

Notice of Interview of a Party

[The written notice must be provided to any party with sufficient time for either party to prepare before any interview. This includes the initial interview of the Complainant.]

Notice is hereby given, in accordance with 34 C.F.R. 106.45(b)(5)(v) that you are [invited or expected] to attend an investigative interview on [date] at [time] in [location]. The purpose of this investigative interview is to [description of purpose i.e. gather necessary facts to investigate a formal complaint of sexual harassment pursuant to the [School/District]'s grievance process]. [List of names of people who will be present] will attend this [interview].

You have the right to have your advisor attend this interview. Your advisor [may not participate in the interview] [OR may participate as follows: [e.g., may ask questions after the investigator has concluded]].

RRM: # 376642