



Attachment C

Notification to Parties of Formal Complaint

Complaint No. _____

Date: _____

Pursuant to the enclosed Title IX Grievance Process (“Grievance Process”), this constitutes formal notice to you that you have been identified as a party to a formal complaint under the School’s Title IX Grievance Process. The pertinent information is set forth below:

Complainant(s)_____

Respondent(s) _____

Date of alleged incident: _____

Location of alleged incident:_____

Allegations:

(use additional sheets if necessary)

Please note the following:

- A determination regarding responsibility is made at the conclusion of the grievance process. Until that determination is made, respondent is presumed not responsible for the alleged conduct.
- The parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
- The parties may inspect and review evidence as provided in the Grievance Process.
- The School's code of conduct prohibits knowingly making false statements or knowingly submitting false information during the Grievance Process.
- If, in the course of an investigation, the School decides to investigate allegations about the complainant or respondent that are not included in this notice, the School must provide notice of the additional allegations to the parties whose identities are known.

Title IX Coordinator

Enclosure: Title IX Grievance Process