









**EXAMPLE LETTER:  
NOTICE OF SUPPORTIVE MEASURES  
(NO FORMAL COMPLAINT FILED)**

[Date]

[Parent(s) Name(s)]

[Address]

*Re: Supportive Measures*

To the Parents of [Complainant's Name]:

This will confirm that, in my capacity as the School District's Title IX Coordinator, I received a report of alleged sexual harassment concerning your [son/daughter], [insert name]. I discussed the report with you and [Complainant's name] on [insert date]. Among other things, we discussed [Complainant's name]'s right to file a formal complaint and the manner in which the School District would investigate and resolve a formal complaint if one were filed. We also discussed options for supportive measures to permit [Complainant's name]'s equal access to the School District's programs and activities.

At this point, you and [Complainant's name] have chosen not to file a formal complaint. You may, if you wish, change your mind and file a formal complaint. Separately, based on our conversation, the District will be implementing the following supportive measures: [describe all supportive measures]. Please contact me immediately if you experience any difficulty taking advantage of these supportive measures or if you experience any form of retaliation related to the report of alleged sexual harassment or the supportive measures.

I have enclosed a copy of the School District's Title IX policy, [insert policy reference]. Feel free to contact me concerning the report, supportive measures, or any other matter related to the School District's Title IX policy.

Sincerely,

## INITIAL NOTICE TO COMPLAINANT-STUDENT (FOR RESPONDENT-STUDENT)

[Date]

[Parent(s) Name(s)]

[Address]

*Re: Notice of Formal Title IX Complaint*

To the Parents of [Complainant's Name]:

This letter confirms [Complainant's name] is a Complainant in a formal complaint filed under the School District's Title IX policy, [insert policy number/other reference]. Please review [policy number/other reference] carefully, as it will govern the manner in which the formal complaint is investigated and resolved. The School District is required by law to presume Respondent is not responsible until the investigation is completed and a final decision is reached. Therefore, it is necessary to initiate an investigation. You may, if you wish, select an advisor to assist you with the investigation, and your advisor may be an attorney.

[Name or I] will serve as the Investigator. The Investigator will, among other things, schedule an interview with [Complainant's name] to gather additional information and evidence concerning the formal complaint. The Investigator will notify you and [Complainant's name] before the interview and provide you with all relevant information necessary to prepare for the interview. Please recall that [insert reference] of the School District's Student Code of Conduct prohibits any student from making a false statement or providing false information to the Investigator. This prohibition applies equally to [Complainant's name], Respondent, and all other student witnesses.

The Investigator is required to notify Respondent of [Complainant's name]'s interview and permit Respondent and [his/her] parents and advisor, if any, to attend. Similarly, the Investigator will schedule an interview with Respondent, which you, [Complainant's name], and your advisor may attend. We understand it may be uncomfortable to be in the same room as Respondent and [his/her] parents and/or advisor. However, the Investigator will not permit direct exchanges between parents, students, or their advisors. Furthermore, the School District's Title IX policy strictly prohibits retaliation by or against anyone for filing a formal

complaint or participating in an investigation. The same anti-retaliation provision prohibits retaliation against witnesses. You should contact me immediately if you believe prohibited retaliation has occurred.

Thank you for your attention to this matter. You may feel free to contact me if you have any questions or comments.

Sincerely,

## INITIAL NOTICE TO COMPLAINANT-STUDENT (FOR RESPONDENT-EMPLOYEE)

[Date]

[Parent(s) Name(s)]

[Address]

*Re: Notice of Formal Title IX Complaint*

To the Parents of [Complainant's Name]:

This letter confirms [Complainant's name] is a Complainant in a formal complaint filed under the School District's Title IX policy, [insert policy number/other reference]. Please review [policy number/other reference] carefully, as it will govern the manner in which the formal complaint is investigated and resolved. The School District is required by law to presume Respondent is not responsible until the investigation is completed and a final decision is reached. Therefore, it is necessary to initiate an investigation. You may, if you wish, select an advisor to assist you with the investigation, and your advisor may be an attorney.

[Name or I] will serve as the Investigator. The Investigator will, among other things, schedule an interview with [Complainant's name] to gather additional information and evidence concerning the formal complaint. The Investigator will notify you and [Complainant's name] before the interview and provide you with all relevant information necessary to prepare for the interview. Please recall that [insert reference] of the School District's Student Code of Conduct prohibits any student from making a false statement or providing false information to the Investigator. This prohibition applies equally to [Complainant's name] and all other student witnesses.

The Investigator is required to notify Respondent of [Complainant's name]'s interview and permit Respondent and [his/her] advisor, if any, to attend. Similarly, the Investigator will schedule an interview with Respondent, which you, [Complainant's name], and your advisor may attend. We understand it may be uncomfortable to be in the same room as Respondent and [his/her] advisor. However, the Investigator will not permit direct exchanges between the parties or their advisors. Furthermore, the School District's Title IX policy strictly prohibits retaliation by or against anyone for filing a formal complaint or participating in an investigation.



The same anti-retaliation provision prohibits retaliation against witnesses. You should contact me immediately if you believe prohibited retaliation has occurred.

Thank you for your attention to this matter. You may feel free to contact me if you have any questions or comments.

Sincerely,

## INITIAL NOTICE TO COMPLAINANT-EMPLOYEE

[Date]

[Complainant-Employee's Name]

[Address]

**Re:     *Notice of Formal Title IX Complaint***

To [Complainant-Employee's Name]:

This letter confirms you are a Complainant in a formal complaint filed under the School District's Title IX policy, [insert policy number/other reference and link]. Please review the policy carefully, as it will govern the manner in which the formal complaint is investigated and resolved. The School District is required by law to presume Respondent is not responsible until the investigation is completed and a final decision is reached. Therefore, it is necessary to initiate an investigation. You may, if you wish, select an advisor to assist you with the investigation, and your advisor may be an attorney.

[Name or I] will serve as the Investigator. The Investigator will, among other things, schedule an interview with you to gather additional information and evidence concerning the formal complaint. The Investigator will notify you before the interview and provide you will all relevant information necessary to prepare for the interview.

The Investigator is required to notify Respondent of your interview and permit Respondent and [his/her] advisor, if any, to attend. Similarly, the Investigator will schedule an interview with Respondent, which you and your advisor may attend. We understand it may be uncomfortable to be in the same room as Respondent and/or [his/her] advisor. However, the Investigator will not permit direct exchanges between parties or their advisors. Furthermore, the School District's Title IX policy strictly prohibits retaliation by or against anyone for filing a formal complaint or participating in an investigation. The same anti-retaliation provision prohibits retaliation against witnesses. You should contact me immediately if you believe prohibited retaliation has occurred.

Thank you for your attention to this matter. You may feel free to contact me if you have any questions or comments.

Sincerely,

## INITIAL NOTICE TO RESPONDENT-STUDENT

[Date]

[Parent(s) Name(s)]

[Address]

*Re: Notice of Formal Title IX Complaint*

To the Parents of [Respondent's Name]:

Title IX prohibits discrimination on the basis of sex, including sexual harassment. A formal complaint of sexual harassment has been filed by [Complainant's name] against your [son/daughter], [name]. The formal complaint alleges: [include a reasonably complete description of the formal complaint]. The School District will investigate and resolve the formal complaint according to the School District's Title IX policy, which you may access [here (insert hyperlink)].

At this point, the School District presumes [Respondent's name] is not responsible for sexual harassment. Therefore, it is necessary to initiate an investigation and reach a final decision according to the School District's Title IX policy. You may, if you wish, select an advisor to assist you during this process, and your advisor may be an attorney.

[Name or I] will serve as the Investigator. The Investigator will, among other things, schedule an interview with you and [Respondent's name] to gather information and evidence concerning the formal complaint. The Investigator will notify you and [Respondent's name] before the interview and provide you and [Respondent's name] with all relevant information necessary to prepare for the interview. Please recall that [insert reference] of the School District's Student Code of Conduct prohibits any student from making a false statement or providing false information to the Investigator. This prohibition applies equally to [Respondent's name], Complainant, and all other student witnesses.

The Investigator is required by law to notify Complainant of [Respondent's name]'s interview and permit Complainant, [his/her] parents and/or advisor, if any, to attend. Similarly, the Investigator will schedule an interview with Complainant, which you, [Respondent's name], and/or your advisor may attend. We understand it may be uncomfortable for [Respondent's

[name] to be in the same room as Complainant, [his/her] parents and/or advisor during the interview. However, the Investigator will not permit direct exchanges between parents, students, or their advisors, if any. Furthermore, the School District's Title IX policy strictly prohibits retaliation by or against anyone for filing a formal complaint or for participating in an investigation. You should contact me immediately if you believe prohibited retaliation has occurred.

I have imposed a mutual no-contact order between Complainant and [Respondent's name], pending the completion of the investigation and until a final decision is reached. This means that, until a final decision is reached, [Respondent's name] may not contact or communicate with Complainant, directly or indirectly. [Notice of other supportive measures affecting Respondent]. A violation of [the no-contact order or other restrictions] would violate [provision] of the School District's Student Code of Conduct, the penalty for which ranges from [range]. Similarly, the conduct alleged in the formal complaint, if it occurred, may violate [provision(s)] of the School District's Student Code of Conduct, the penalty for which ranges from [range]. You may review the Student Code of Conduct by clicking [here (insert hyperlink)].

Thank you for your attention to this matter. You may feel free to contact me if you have any questions or comments.

Sincerely,

## INITIAL NOTICE TO RESPONDENT-EMPLOYEE

[Date]

[Respondent-Employee's Name]

[Address]

**Re: Notice of Formal Title IX Complaint**

To [Respondent-Employee's Name]:

Title IX prohibits discrimination on the basis of sex, including sexual harassment. A formal complaint of sexual harassment has been filed against you by [Complainant's name]. The formal complaint alleges: [include a reasonably complete description of the formal complaint]. The School District will investigate and resolve the formal complaint according to its Title IX policy, which you may access [here (insert hyperlink)].

At this point, the School District presumes you are not responsible for sexual harassment. Therefore, it is necessary to initiate an investigation and reach a final decision according to the School District's Title IX policy. You may, if you wish, select an advisor to assist you during this process, and your advisor may be your union representative or an attorney.

[Name or I] will serve as the Investigator. The Investigator will, among other things, schedule an interview with you to gather information and evidence concerning the formal complaint. The Investigator will notify you before the interview and provide you with all relevant information necessary to prepare for the interview.

The Investigator is required by law to notify Complainant of your interview and permit Complainant, [his/her] parents, and advisor, if any, to attend. Similarly, the Investigator will schedule an interview with Complainant, which you and your advisor may attend. We understand it may be uncomfortable for you to be in the same room as Complainant during the interview. However, the Investigator will not permit direct exchanges between the parties and advisors. Furthermore, the School District's Title IX policy strictly prohibits retaliation by or against anyone for filing a formal complaint or for participating in an investigation. You should contact me immediately if you believe prohibited retaliation has occurred.

You have been placed on temporary administrative leave, pending the completion of the investigation and until a final decision is reached. This means that, until a final decision is reached, you are not permitted on school district property and may not contact Complainant, directly or indirectly. [Notice of other supportive measures affecting Respondent]. Any violation of [the no-contact order or other restrictions] may result in disciplinary action.

Thank you for your attention to this matter. You may feel free to contact me if you have any questions or comments.

Sincerely,

**EXAMPLE LETTER:  
INTERVIEW OF COMPLAINANT/RESPONDENT  
(STUDENTS)**

[Date]

[Parent(s) Name(s)]

[Address]

*Re: Notice of Investigative Interview of [Complainant/Respondent]*

To the Parents of [Complainant/Respondent's Name]:

The investigative interview of [Complainant/Respondent] has been scheduled on [date] at [time] at [location]. The relevant evidence gathered thus far is enclosed. The School District considers the relevant evidence to be private and confidential. Disclosure of the relevant evidence by you, [Complainant/Respondent's name], or your advisor may result in legal consequences, including: disciplinary charges for the student or any School District employee; allegations or claims of retaliation under the School District's Title IX policy; adverse inferences in this investigation; or, civil actions.

You, [Complainant/Respondent's name], and your advisor may attend the interview. The Investigator will be conducting the interview and no one else will be permitted to address questions to the interviewee. Nor will the Investigator permit direct exchanges between or among those present for the interview. Any violation of these rules may result in removal from the interview. Toward the end of the interview, the Investigator will consult with you, [Complainant/Respondent's name], and your advisor privately, which consultation may or may not lead to additional or follow up questions.

You may feel free to call with questions or comments.

Sincerely,



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Name(s) of Parent(s) of [Complainant/Respondent]

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Signature(s) of Parents(s) of [Complainant/Respondent]

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Date

**EXAMPLE LETTER:  
INTERVIEW OF RESPONDENT-EMPLOYEE  
(TO COMPLAINANT-STUDENT)**

[Date]

[Parent(s) Name(s)]

[Address]

*Re: Notice of Investigative Interview of Respondent*

To the Parents of [Complainant's Name]:

The investigative interview of Respondent has been scheduled on [date] at [time] at [location]. The relevant evidence gathered thus far is enclosed. The School District considers the relevant evidence to be private and confidential. Disclosure of the relevant evidence by you, [Complainant's name], or your advisor may result in legal consequences, including: disciplinary charges for any student or School District employee; allegations or claims of retaliation under the School District's Title IX policy; adverse inferences in this investigation; or, civil actions.

You, [Complainant's name], and your advisor may attend the interview. The Investigator will be conducting the interview and no one else will be permitted to address questions to the interviewee. Nor will the Investigator permit direct exchanges between or among those present for the interview. Any violation of these rules may result in removal from the interview. Toward the end of the interview, the Investigator will consult with you, [Complainant's name], and your advisor privately, which consultation may or may not lead to additional or follow up questions.

You may feel free to call with questions or comments.

Sincerely,

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Name(s) of Parent(s) of Complainant

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Signature(s) of Parents(s) of Complainant

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Date

**EXAMPLE LETTER:  
INTERVIEW OF COMPLAINANT/RESPONDENT-EMPLOYEE  
(TO COMPLAINANT-EMPLOYEE OR RESPONDENT-EMPLOYEE)**

[Date]

[Complainant-/Respondent-Employee's Name]

[Address]

*Re: Notice of Investigative Interview of [Complainant/Respondent]*

To [Employee's Name]:

The investigative interview of Complainant has been scheduled on [date] at [time] at [location]. The relevant evidence gathered thus far is enclosed. The School District considers the relevant evidence to be private and confidential. Disclosure of the relevant evidence by you or your advisor may result in legal consequences, including: disciplinary charges; allegations or claims of retaliation under the School District's Title IX policy; adverse inferences in this investigation; or, civil actions.

You and your advisor may attend the interview. The Investigator will be conducting the interview and no one else will be permitted to address questions to the interviewee. Nor will the Investigator permit direct exchanges between or among those present for the interview. Any violation of these rules may result in removal from the interview. Toward the end of the interview, the Investigator will consult with you and your advisor privately, which consultation may or may not lead to additional or follow up questions.

You may feel free to call with questions or comments.

Sincerely,

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Signature of Employee

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Date

## EXAMPLE LETTER: INFORMAL RESOLUTION

[Date]

[Parent(s) Name(s)]

[Address]

*Re: Informal Resolution of Title IX Complaint*

To the Parents of [Complainant/Respondent's Name]:

We recently discussed a proposal to informally resolve the pending formal Title IX complaint involving your [son/daughter], [name]. Specifically, we discussed informal resolution by [insert short description of informal resolution process].

The School District cannot informally resolve a formal Title IX complaint unless Complainant and Respondent have been advised of their rights, including circumstances in which Complainant may not resume the formal complaint investigation, and Complainant and Respondent have consented to informal resolution, in writing. In order to meet these conditions, you may access the School District's Title IX policy [here (insert hyperlink)]. You may also contact me directly if you have any questions about your rights under the Title IX policy. Complainant may resume the formal complaint investigation unless he/she waives the right to do so in a written agreement reached as a result of the informal resolution.

If you would like to attempt to informally resolve the formal Title IX complaint in the manner described in this letter, please countersign below and return this letter to my attention. If Complainant and Respondent both agree to informal resolution, in writing, I will contact you concerning next steps. Otherwise, the formal complaint investigation will continue as described in the School District's Title IX policy.

You may feel free to call with any questions or comments.

Sincerely,

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Signature(s) of Parent(s) of [Complainant/Respondent]

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Date

**EXAMPLE LETTER:  
TRANSMITTAL OF INVESTIGATIVE REPORT  
(TO STUDENTS)**

[Date]

[Parent(s) Name(s)]

[Address]

*Re:     Investigative Report*

To the Parents of [Complainant/Respondent's Name]:

I have enclosed the Investigator's investigative report. I have also enclosed the Investigator's summaries of the interviews of all witnesses, including Complainant and Respondent, and other relevant evidence. The School District considers the investigative report, interview summaries, and other relevant evidence private and confidential. Any disclosure of these documents by you, [Complainant/Respondent's name], or your advisor may result in legal consequences, including: disciplinary charges; allegations or claims of retaliation under the School District's Title IX policy; adverse inferences in this investigation; or, civil actions.

You may file a written response to the investigative report within seven (7) school days or ten (10) calendar days. You may also, if you wish, submit written questions for the Investigator to pose to the opposite party or any witness. The Investigator will either pose the question and provide you with a written response or explain why he/she declined to pose the question.

You may feel free to call with questions or comments

Sincerely,



**EXAMPLE LETTER:  
TRANSMITTAL OF INVESTIGATIVE REPORT  
(TO EMPLOYEES)**

[Date]

[Employee's Name]

[Address]

*Re: Investigative Report*

To [Employee's Name]:

I have enclosed the Investigator's investigative report. I have also enclosed the Investigator's summaries of the interviews of all witnesses, including Complainant and Respondent, and other relevant evidence. The School District considers the investigative report, interview summaries, and other relevant evidence private and confidential. Any disclosure of these documents by you or your advisor may result in legal consequences, including: disciplinary charges; allegations or claims of retaliation under the School District's Title IX policy; adverse inferences in this investigation; or, civil actions.

You may file a written response to the investigative report within seven (7) school days or ten (10) calendar days. You may also, if you wish, submit written questions for the Investigator to pose to the opposite party or any witness. The Investigator will either pose the question and provide you with a written response or explain why he/she declined to pose the question.

You may feel free to call with questions or comments

Sincerely,

## EXAMPLE LETTER: TO UNION PRESIDENTS

[Date]

[Name]

[Address]

*Re: New Title IX Regulations and School District Policies and Procedures*

Dear [Insert Name]:

The United States Department of Education (DOE) promulgated new Title IX regulations, effective August 14, 2020. The School District has updated its anti-discrimination and anti-harassment policies to bring them into compliance with the new regulations. The School District's new Title IX policy is enclosed.

We would like to highlight three important changes. Firstly, the School District has appointed a Title IX Coordinator to implement the changes required by the new regulations. The Title IX's Coordinator's office address is [insert]. [His/her] telephone number and email address are [insert] and [insert], respectively. Secondly, the new regulations broaden the definition of sexual harassment to include certain violations of federal law. You should contact the Title IX Coordinator if you would like additional information on this topic. Thirdly, all School District employees, including your members, are required to report to the Title IX Coordinator all instances of alleged sexual harassment against School District employees and students. Any failure to do so may result in disciplinary consequences.

Thank you for your attention to this matter. You may feel free to call with questions or comments.

Sincerely,

## TITLE IX COMPLIANCE CHECKLIST

### Title IX Coordinator

- Report of alleged sexual harassment received from \_\_\_\_\_  
on \_\_\_\_\_.
- Contact with Complainant on \_\_\_\_\_.  
Method of contact:    ☐ in-person    ☐ telephonic    ☐ virtual    ☐ other.  
If 'other,' please describe: \_\_\_\_\_.  
Person(s) present: \_\_\_\_\_.
- Describe supportive measures discussed with Complainant:

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Other supportive measures requested by Complainant:

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- Formal complaint process described?                      ☐ Yes    ☐ No.  
Complainant wishes to file a formal complaint?                      ☐ Yes    ☐ No.  
Title IX Coordinator will issue a formal complaint?                      ☐ Yes    ☐ No.  
Formal complaint filed on \_\_\_\_\_ or    ☐ N/A.  
Formal complaint dismissed on \_\_\_\_\_ for the following reason(s):

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- Initial letter issued to Complainant on \_\_\_\_\_.  
Initial letter issued to Respondent on \_\_\_\_\_ or ☐ N/A.
- Will Title IX Coordinator serve as Investigator? ☐ Yes ☐ No.  
Investigator appointed on \_\_\_\_\_ or ☐ N/A.  
Person who will serve as Investigator: \_\_\_\_\_ or ☐ N/A.
- Decision-Maker appointed on \_\_\_\_\_ or ☐ N/A.  
Person who will serve as Decision-Maker: \_\_\_\_\_ or ☐ N/A.  
Decision and/or Decision on Remand issued on \_\_\_\_\_.
- Appellate Officer appointed on \_\_\_\_\_ or ☐ N/A.  
Person who will serve as Appellate Officer: \_\_\_\_\_ or ☐ N/A.  
Appellate Decision or Appellate Decision on Remand issued on \_\_\_\_\_  
(or ☐ N/A).
- Timeline extensions requested and granted or denied on the following dates for the following reasons (or ☐ N/A):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Title IX Coordinator:*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

## TITLE IX COMPLIANCE CHECKLIST

### Title IX Coordinator or Investigator (If Formal Complaint Filed)

- Received formal complaint on \_\_\_\_\_.  
Reviewed response to formal complaint on \_\_\_\_\_ or ☐ N/A.
- Form letter to Complainant re: Respondent's Interview issued on \_\_\_\_\_.  
Form letter to Respondent re: Complainant's Interview issued on \_\_\_\_\_.
- Site visit? ☐ Yes ☐ N/A
- Interviewed Complainant on \_\_\_\_\_ or ☐ N/A.  
Prepared Summary of Complainant's Interview? ☐ Yes ☐ N/A  
Interviewed Respondent on \_\_\_\_\_ or ☐ N/A.  
Prepared Summary of Respondent Interview? ☐ Yes ☐ N/A
- Interviewed eye-witnesses identified by Complainant/Respondent (or otherwise) and prepared interview summaries? ☐ Yes ☐ N/A  
Interviewed other witnesses identified by Complainant or Respondent (or otherwise) and prepared interview summaries? ☐ Yes ☐ N/A
- Reviewed other evidence identified by Complainant, Respondent, or other witnesses as follows (or ☐ N/A):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Provided investigative report and interview summaries to Complainant, Respondent, Decision-Maker, and Title IX Coordinator on \_\_\_\_\_.

**NOTE:** Investigative report must include: date(s) of alleged sexual harassment; detailed description of alleged sexual harassment; summary of Complainant and Respondent interviews; summary of other witness interviews; summary of site review and other evidence, if any; identification of controverted facts and

credibility issues, if any; and summary of facts pertinent to controverted facts and credibility issues, if any.

- Additional questions received from Complainant on \_\_\_\_\_ or ☐ N/A.  
Responses, or explanation for declining to pose questions, provided to Complainant on \_\_\_\_\_ or ☐ N/A.
- Additional questions received from Respondent on \_\_\_\_\_ or ☐ N/A.  
Responses, or explanation for declining to pose questions, provided to Respondent on \_\_\_\_\_ or ☐ N/A.
- Provided summary of additional questions and responses to Decision-Maker on \_\_\_\_\_ or ☐ N/A.
- Remand by Decision-Maker or Appellate Officer on \_\_\_\_\_ or ☐ N/A.

Additional investigation after remand as follows (or ☐ N/A):

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Investigation remand file delivered to Decision-Maker or Appellate Officer on \_\_\_\_\_.

*Title IX Coordinator or Investigator:*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

## TITLE IX COMPLIANCE CHECKLIST

### Decision-Maker (If Formal Complaint Filed)

- Decision issued to Complainant, Respondent, and Title IX Coordinator on \_\_\_\_\_.

*NOTE:* Decision must include: Complainant's allegations; procedural steps taken with respect to the allegations, including notifications, interviews, site visits, and any other methods used to gather evidence; findings of fact; the application of the School District's Title IX policy and, if applicable, Student Code of Conduct to the facts; and a statement of rationale for the result as to each allegation, including determinations of responsibility, disciplinary sanctions, whether Complainant will be provided remedies to restore or preserve his/her equal access to the School District's educational programs and activities, and the procedures and bases for appeal.

- Decision on Remand issued to Complainant, Respondent, and Title IX Coordinator on \_\_\_\_\_ or ☐ N/A.
- Appeal filed on \_\_\_\_\_ (or ☐ N/A) and forwarded to Appellate Officer on \_\_\_\_\_ (or ☐ N/A).
- Appeal on Remand filed on \_\_\_\_\_ (or ☐ N/A) and forwarded to Appellate Officer on \_\_\_\_\_ (or ☐ N/A).

### *Decision-Maker:*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

## TITLE IX COMPLIANCE CHECKLIST

### Appellate Officer (If Appeal File)

- Appellate Decision issued on \_\_\_\_\_.
- Appellate Decision on Remand issued to Complainant, Respondent, and Title IX Coordinator on \_\_\_\_\_ or ☐ N/A.

### *Appellate Officer:*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date