

**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 District’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:

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(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 District'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 District decides to investigate allegations about the complainant or respondent that are not included in this notice, the District must provide notice of the additional allegations to the parties whose identities are known.

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Title IX Coordinator

Enclosure: Title IX Grievance Process