

[Place on District Letterhead]

[Date]

[Respondent's Name and Address]

Re: ***Dismissal of Formal Complaint of Sexual Harassment***

Dear [Name]:

I am writing to inform you that the formal complaint of sexual harassment filed against you by [insert name of Complainant] was dismissed. After investigating the allegations, the district determined that [Insert one or more of the following reasons for dismissing the complaint here: (1) *the conduct alleged in the formal complaint would not constitute sexual harassment as defined by federal law and board policy even if proved*; (2) *the conduct alleged did not occur in the district's education program or activity*; (3) *the conduct alleged did not occur against a person in the United States*; (4) *the complainant notified the Title IX Coordinator in writing to withdraw the formal complaint or allegations therein*; (5) *you, the respondent, are no longer enrolled or employed by the district*; or (6) *specific circumstances, including _____, prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein. Please note, reasons 1 through 3 are mandatory grounds for dismissal. Reasons 4 through 6 are permissive grounds for dismissal.*]

Pursuant to board policy, the Complainant is afforded the right to appeal the dismissal of this complaint on any of the following grounds:

- Procedural irregularity that affected the outcome of the matter.
- New evidence that was not reasonably available at the time the determination regarding dismissal was made that could affect the outcome of the matter.
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of this matter.

For your convenience, I've attached a copy of the school district's Title IX policy and grievance procedures.

Sincerely,

[Signature Block]