

This [Place on District Letterhead]

[Date]

[Party's Name and Address]

[Party's Advisor's Name and Address (if any)]

Re: ***Evidence Subject to Inspection and Review***

Dear [Party and Advisor (if any)]:

As you know, the district is investigating a formal complaint of sexual harassment in which you were named as a party. Attached is the evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint. Please note, this may include evidence upon which the district does not intend to rely in reaching a determination regarding responsibility.

Pursuant to board policy, you have ten days from the date of this communication to submit a written response to this evidence, which will be considered prior to completion of the investigative report. Any such written response should be submitted to Thien Ho.

Sincerely,

[Signature Block]