

MODEL 2024 TITLE IX NOTICE OF APPEAL FILED

- Upon receipt of an appeal from one party, from the written determination or the dismissal of the Complaint (or allegation(s) therein), the Title IX Coordinator must notify the other party in writing that an appeal has been filed.
- Both parties must be notified of the right to submit a written statement and/or new evidence in support of, or challenging, the outcome.
- Then all materials must be forwarded to the Appeal Decisionmaker.
- Note: The Title IX regulations do not specify how notice must be provided. We recommend written notice. PRESS sample policy 2:265 and the corresponding administrative procedures specify that the notice must be in writing.

[PLACE ON DISTRICT LETTERHEAD]

[Insert Date]

[Insert Name, Address, Email Address]

Re: Notification of Title IX Appeal of *[Written Determination OR Dismissal of Complaint OR Dismissal of Certain Allegations in the Complaint]*

Dear *[Name(s)]*:

This letter is to inform you that an Appeal of the *[written determination OR dismissal of the Complaint OR dismissal of certain allegations in the Complaint]* was filed by *[Complainant or Respondent]* on *[date]*.

Pursuant to the District's Title IX Grievance Process set forth in Board Policy 2:265, *Title IX Grievance Procedure*, and its corresponding administrative procedures 2:265-AP1, *Title IX Response*, and 2:265-AP2, *Formal Title IX Complaint Grievance Process*, each party has ***[insert number of days; if using PRESS 2:265-AP2 it is 5 school business days]*** to submit a written statement and/or new evidence in support of, or challenging, the outcome.

All materials relevant to the appeal will be provided to the Appeal Decisionmaker. Within ***[insert number of days; if using PRESS 2:265-AP2 it is 30 school business days]***, the Appeal Decisionmaker will make its decision, which will be issued in writing to the parties within ***[insert number of days; if using PRESS 2:265-AP2 it is 5 school business days]*** after the decision.

If you have any questions regarding this matter, please contact me at ***[contact information]***.

Sincerely,

[Name]
Title IX Coordinator