

MODEL 2024 TITLE IX NOTICE OF COMPLAINT

- *Notice of the Complaint allegations must be sent to all known parties, including all required components for the notice (included in the model notice below).*
- *If additional allegations are later added to the investigation, another notice must be sent to all known parties.*
- *If Complainant's or Respondent's identity is unknown at the time of the first notice but is later discovered, another notice must be sent to all known parties.*
- *If the Title IX Coordinator consolidates Complaints (where the allegations of sex discrimination arise out of the same facts or circumstances) and the consolidation happens after the initial notice was sent, another notice must be sent to all known parties.*
- *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 Complaint

Dear ***[Name(s)]***:

This letter is to inform you that a Complaint of sex discrimination was filed with the District pursuant to Title IX of the *Education Amendments of 1972* and its implementing regulations (34 C.F.R. Part 106); Board Policy 2:265, *Title IX Grievance Procedure*; and ***[list any additional applicable Board Policies (e.g., 5:20, 7:20) and any applicable Employee or Student Handbook Code of Conduct provisions]***.

The Complaint alleges that ***[describe the allegations potentially constituting sex discrimination under Title IX, including the identities of the parties involved in the incident, if known; the conduct alleged to constitute sex discrimination under Title IX; and the date and location of the alleged incident(s), if known.]***

The District will investigate the Complaint 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*.

During the Grievance Process and until a determination is made, the Respondent is presumed not responsible for the alleged sex discrimination. A determination of whether sex discrimination occurred under Title IX will be made at the conclusion of the Grievance Process.

The parties are entitled to an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible evidence, or an accurate description of this evidence. If the District provides a description of the evidence, the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party. **[Include if the Complainant/Respondent is a student: The relevant evidence may include information contained in your student's school student record. Pursuant to the *Illinois School Student Records Act* (105 ILCS 10/1 *et seq.*), you have a right to inspect, copy, and challenge the content of your student's records.]**

The District prohibits any form of retaliation, including peer retaliation, in its education program or activity. Any person should report claims of retaliation using Board Policy 2:265, *Title IX Grievance Procedure*.

[Do not include this paragraph for a Complaint that involves allegations that an employee engaged in sex-based harassment of a student (informal resolution is prohibited in that situation) or for any other Complaint where the District determined it is not appropriate to offer informal resolution:] At any time prior to determining whether sex discrimination occurred under Title IX, the District may facilitate informal resolution of the Complaint. Informal resolution options may include **[list the District's options, e.g., peer mediation, conflict resolution, restorative justice]**. All parties must voluntarily consent to participate in the informal resolution process. If you are interested in participating in the informal resolution process, contact the Title IX Coordinator, **[name]**, at **[contact information]**.

Pursuant to the District's Grievance Process, **[I will OR the District is designating *[insert name, title if any]* to]** investigate the Complaint. **[I OR *[Name]*]** will contact the parties regarding the next steps under the Grievance Process.

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

Sincerely,

[Name]
Title IX Coordinator