

MODEL 2024 TITLE IX NOTICE OF EXTENSION

- *On a case-by-case basis, the Title IX Grievance Process may be temporarily delayed or extended for good cause. Good cause may include, but is not limited to: the unavailability of a party or a witness; concurrent law enforcement or other agency activity; or the need for language assistance or accommodation of disabilities.*
- *Complainant and Respondent, as appropriate, must be provided written notice of the delay/extension and the reason(s) for it.*
- *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 Extensions

Dear *[Name(s)]*:

The letter is to inform you that the Title IX Grievance Process is being extended for good cause. Specifically, *[insert reason(s) for extension]*. *[If the length of the extension is known, add a sentence stating the (anticipated) length of the extension.]*

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

Sincerely,

[Name]

Title IX Coordinator