



CENTRAL COLUMBIA

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Middle School Office
570-784-2850 Ext. 2000
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Elementary School Office
570-784-2850 Ext. 1000
Fax 570-784-2582

CONFIDENTIAL

[Date]

[Name]

In re: Title IX Complaint – Investigative Report and Related Rights

Dear _____:

Enclosed please find the Investigative Report rendered in the above-referenced matter. This Report is being provided to both parties simultaneously, as well as [Name], who is the designated Decision-Maker in this matter and will be rendering a Written Determination regarding the Outcome of the Formal Complaint.

In accordance with the School District's Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints published as Policy [*103-AR-3 or other Policy No.*] and Title IX Regulations published at 34 C.F.R. Part 106, each party has a period of [*Insert number from Policy*] days to review the Investigative Report and submit a written response, and if desired, submit relevant written questions they want to be asked of the other party or a witness in follow up to receipt and review of the Investigative Report.

Any written response and/or written questions should be submitted directly to [*Name of Decision-Maker*], at [*contact information/mode of submission*] within [*Insert number*] [*school/calendar*] days of your receipt of this Letter and Investigative Report. [*Name of Decision-Maker*] will then distribute them to the party or witnesses.

Written Answers and any limited follow up questions must likewise be directed to the Decision-Maker, [*name*], who will facilitate an exchange with the appropriate parties. Follow-up questions must be submitted by each party within [*Insert number*] [*school/calendar*] days of being provided any answers to the initial questions submitted. In the event a decision is made to exclude any question due to irrelevance or applicable law or privilege, a written explanation of the exclusion of the question will be provided to you by [*Name of Decision-Maker*].

Additional information regarding this process is described within the School District's Grievance Procedures, and the Notice of Allegations you were issued at the outset of this matter, which you are encouraged to review.

Sincerely,

[Name of Designated Investigator]

Cc: [Name], Decision-Maker