

CENTRAL COLUMBIA

4777 OLD BERWICK ROAD
BLOOMSBURG, PENNSYLVANIA 17815-3515

District Administration Office

570-784-2850 Ext. 4000
Fax 570-387-0192

High School & Athletic Office

570-784-2850 Ext. 3000
HS Fax 570-784-3570

Middle School Office

570-784-2850 Ext. 2000
Fax 570-784-4935

Elementary School Office

570-784-2850 Ext. 1000
Fax 570-784-2582

Complaint No. _____

CONFIDENTIAL

[*Date*]

[*Name of Responding Party*]

Re: Title IX Complaint – Notice of Appeal of Written Determination

Dear [*Responding Party*]:

This correspondence is being issued in order to notify you that an appeal of the written determination rendered in this matter has been filed by [*insert name and designation of Appealing Party*]. A copy of the Appeal filed by [*Name of Appealing Party*] is attached for your review.

Title IX regulations as well as Central Columbia School District Policy provide you with a right to submit a written statement and/or supporting evidence in response to this appeal, subject to specified timelines adopted within the School District's Title IX Grievance Procedures, and specifically its Appeal Procedures. A Notice providing detailed information relative to your right to respond to this appeal and all/other relevant appeal procedures is attached for your review, and you are encouraged to review it carefully.

Please note that the Appealing Party will have until [*date*] to submit a written statement in support of the Appeal, which may include or otherwise identify any evidence asserted as supporting it, which will likewise be provided to you. You will then have 10 school days *days* to provide a written statement in opposition to the appeal, if you choose to do so, and will likewise be afforded the opportunity to include or otherwise identify within that statement any evidence that you believe supports your opposition to the appeal. Any and all written submissions should be directed to me, as the designated Appeal Authority at Christina Fish, 4777 Old Berwick Rd., Bloomsburg PA 17815 (570- 784-2850 ext. 4043, cfish@ccsd.cc

If you have any questions in this or any other regard, or otherwise believe you may be in need of assistance with respect to accessing the attached information, please contact me at your earliest convenience.

Sincerely,

[*Insert decision-maker(s) name(s) here*]

**Encl.: Notice of Appeal Filed by Appealing Party
Notice of Appeal Rights and Procedures**