



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 Party*]

Re: Title IX Complaint
Notice of Written Questions and Request for Written Answers

Dear [*Name Party*]:

This correspondence is being issued in follow up to receipt of written questions submitted by [*name of Questioning Party*] and directed to you in follow up to the issuance of the Investigative Report in the above-referenced matter. The Written Questions are enclosed with this Correspondence for your review and Written Answers to each question are hereby being requested of you. You may, but are not required, to utilize the attached Answer Form to answer the questions, and should submit your Answers in writing, addressed to my attention, at 4777 Old Berwick Rd., Bloomsburg, PA 17815 within 10 days of receiving this letter. If you are submitting additional documents, please indicate that you are doing so and attach them with your Written Answer(s).

Please be advised that following my receipt of any Answer(s) you may provide, I will be providing them to the [*name of Questioning Party*] for purposes of review and the potential submission of limited follow up questions that [*name of Questioning Party*] may wish to ask. Any follow up questions will be distributed back to you for further responses, which again shall be due within [*number*] of days of your receipt of them, and should be submitted in the same fashion described above.

Sincerely,

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

Encl: Written Questions
Suggested Answer Form



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INSERT/PROVIDE WRITTEN QUESTIONS HERE

TITLE IX ANSWER FORM

Questioning Party: _____

Answering Party: _____

Date: _____

Question 1: ☐ Admit ☐ Deny ☐ Admit in Part/ Deny in Part ☐ Lack of sufficient information

Question 2: ☐ Admit ☐ Deny ☐ Admit in Part/ Deny in Part ☐ Lack of sufficient information

Question 3: ☐ Admit ☐ Deny ☐ Admit in Part/ Deny in Part ☐ Lack of sufficient information

Question 4: ☐ Admit ☐ Deny ☐ Admit in Part/ Deny in Part ☐ Lack of sufficient information

Additional documents attached? ☐ yes ☐ no

Print Answering Party's Name

Answer Party Signature