

[DISTRICT LETTERHEAD]

CONFIDENTIAL

[Date]

Via U.S. mail and email to: [email address]

Name of Party (include name of parents/guardians if known and applicable) [Note: send one to the Complainant and one to the Respondent]

Address

Re: Title IX Grievance – Notice of Delay/Continuance

Dear [Name of Party and Parents/Guardians]:

I am writing in regard to the pending Title IX grievance relating to allegations of sexual harassment. As set forth in Board Policy 296P1, and pursuant to applicable federal regulations, the District has established reasonably prompt timeframes for resolving formal complaints of sexual harassment. It has become apparent that some of the established timeframes require adjustment, and good cause exists to allow for a temporary delay or limited continuance.

In particular, a temporary delay is necessary because [insert discussion of reason(s) for delay. NOTE: Under applicable regulations, “good cause” for delay may include, but is not limited to, considerations such as: (1) the absence of a party, a party’s advisor or witness; (2) concurrent law enforcement action; or (3) the need for language assistance or accommodation of disabilities.] In light of these factors, I have determined that good cause exists for an extension of the required timeframes.

Based on my conclusion that an extension/continuance is necessary, you should anticipate the following: [describe what will happen next, which could include waiting for a party or witness to be available, describing the time period necessary to accommodate a disability, or the time needed to accommodate law enforcement activities.] I will follow up with you no later than [date] to give you an update on the status of the investigation.

You are reminded that you are prohibited from intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by Title IX. In addition, you are again directed to maintain confidentiality regarding your status as a party in this matter, the identity of the parties, and the identity of any witnesses, except as may be permitted by law or regulations relating to the conduct of any investigation. Should you have any concerns about this notice, please report them to me.

Sincerely,

[*name*]
[*Title IX Coordinator*]
[*Contact Information*]



LEGAL REFERENCE:

ADOPTED:

AMENDED:

**Language in text set forth in italics is optional.*

NOTE: All items in brackets and italics should be filled in with the appropriate information and the brackets removed. The form can be placed on district letterhead and formatting changed to accommodate placement on district or charter school letterhead.