



[Date]

[Adult Student Complainant/Parent/Guardian]  
[Address]

Re: Notice of Title IX Investigative Interview  
Case No. \_\_\_\_\_

Dear Mr./Ms. \_\_\_\_\_:

As you are aware, the District has received a Formal Complaint alleging sexual harassment involving your student. I plan to interview your student at [Time] on [Date] regarding this pending complaint. The interview will occur at [Location].

You and/or an advisor for the student may accompany the student to the interview to observe the process. However, the student will be expected to respond to questions directly, as developmentally appropriate. While an advisor may attend the meeting, he/she may not question the student, others, or the investigator.

You have the right to submit evidence for consideration. You may submit evidence to me via email, flash-drive, or hard-copy. For all evidence you submit, please retain the original and provide only a copy. Include your student's name and the date on all information submitted. Please keep in mind that all evidence may be shared with all parties prior to the issuance of my investigative report.

Before the issuance of my investigative report, you and the other party(ies) will have the opportunity to receive a copy of the evidence and an opportunity to submit a written response on behalf of your student.

If you have any questions regarding the interview, please contact me at (XXX) XXX-XXXX or [email].

Sincerely,

\_\_\_\_\_  
[Name],  
Title IX Investigator

cc: Title IX Coordinator/designee