

[INSTITUTION LETTERHEAD]

[DATE]

[NAME]

[ADDRESS]

Re: Institution Response to Report of Sexual Harassment

Dear **[NAME]**:

This letter is intended to inform you that the Institution has received a report of alleged sexual harassment. You have been identified as the complainant, which means that you are the individual who is alleged to the victim of conduct that could constitute sexual harassment.

I am the Title IX Coordinator for the Institution, and based on the report, I am required to promptly contact you and discuss the availability of supportive measures. Such supportive measures are discussed below and are available to you with or without filing a formal complaint.

Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge. Such measures are designed to restore or preserve equal access to the Institution's education program or activity, without unreasonably burdening the other party; protect the safety of all parties and the Institution's educational environment; and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

I will contact you to discuss the availability of supportive measures. Please note that I will also consider your wishes with respect to supportive measures. I am responsible for coordinating the effective implementation of supportive measures.

Please be aware that you may also file a formal complaint related to the alleged sexual harassment. Enclosed is a copy of our policy regarding sexual harassment, which discusses the process for filing a formal complaint. I will also explain to you the process for filing a formal complaint.

Sincerely,

Title IX Coordinator

Enclosure: Sexual Harassment Policy

[INSTITUTION LETTERHEAD]

Memorandum

To: File

From: Title IX Coordinator

Date: [Date of Memorandum]

Re: [Name of Complainant]

Actions Taken In Response to Report of Alleged Sexual Harassment

This memorandum is intended to document that, on ***[Date of Discussion with Complainant]***, I talked with ***[Name of Complainant]***, who was identified as the complainant in a report of sexual harassment.

During that discussion, I informed the complainant of the availability of supportive measures and informed the complainant that such supportive measures were available with or without a formal complaint. I also considered the complainant's wishes with respect to supportive measures. Specifically, the complainant stated the following wishes: ***[Describe wishes of complainant.]***

I also informed the complainant that he/she may file a formal complaint related to the alleged sexual harassment. I also explained to the complainant the process for filing a formal complaint.

I also communicated with the complainant in writing on the above issues and provided the complainant with a copy of the Institution sexual harassment policy.

The following actions were taken in response to the report of alleged sexual harassment. ***[Describe actions taken.]***

The measures and actions taken were designed to restore or preserve access to the Institution's educational program or activity. These actions restored or preserved access by: ***[Describe how the actions helped restore or preserve access].***

I have concluded that my response was not deliberately indifferent. My response was not deliberately indifferent (or clearly unreasonable under the circumstances) because: ***[Describe basis for this conclusion].***

Formal Complaint of Sexual Harassment

This formal complaint is filed by the complainant (or parent or guardian on behalf of the complainant) or signed by the Title IX Coordinator.

If this formal complaint is filed by the complainant, it may be filed with the Title IX Coordinator in person, by mail, by electronic mail, by using the contact information for the Title IX Coordinator, or by any additional method designated by the Institution. A document filed by a complainant means a document or electronic submission that contains the complainant's physical or digital signature or otherwise indicates that the complainant, or a parent or guardian acting on behalf of a complainant, is the person filing the formal complaint.

This formal complaint is intended to request the Institution to investigate the allegation of sexual harassment.

This formal complaint must either attach or include below the specific allegations of sexual harassment against a respondent about conduct within the Institution's education program or activity.

The allegations of sexual harassment are as follows: _____.

The conduct occurred within the Institution's education program or activity in the following respect: _____

The respondent is identified as _____.

Printed Name of Complainant or Title IX Coordinator Date

Signature of Complainant or Title IX Coordinator (Not required for Complainant)