[DISTRICT LETTERHEAD]

To: Title IX Coordinator

Cc: Complainant

 Respondent

From: Decision-maker

Date:

Re: Formal Complaint filed by [Complainant] against [Respondent]

 Determination of Responsibility

**Procedural History:**

* When was the Formal Complaint received?
* When were parties notified about the Complaint?
* When did the investigation begin? Who conducted the investigation?
* When were interviews conducted? With whom?
* What methods were used to gather evidence?
* Did the parties submit additional comments following review of the evidence and before the investigation report was completed?
* When did the investigator forward the investigation report?
* Did parties submit a written response to the investigation report?
* When did you notify the parties of their right to submit written questions?
* Did the parties submit written questions?
* Were any questions deemed irrelevant? Which ones?
* Did you ask follow-up questions?

**Allegation(s):**

* Identify each allegation included in the Formal Complaint.
* It may be helpful to breakdown complex allegations into smaller, separate questions.

**Findings of Fact:**

* For each allegation, include a summary of the facts that the parties either agreed upon or that most likely occurred, given the available evidence.
* Reference exculpatory and inculpatory evidence to help explain your determination.
* Identify evidence that is deemed irrelevant.

**Conclusions:**

* Reference your standard of evidence.
	+ We recommend using a “preponderance of the evidence” standard.
* Clearly state determination of responsibility for conduct constituting sexual harassment under Title IX.
* Apply the District’s code of conduct (employee or student) to the facts.
* State disciplinary sanctions that will apply to Respondent, if any.
* State remedies that will be provided to the Complainant, if any.
* Provide the procedure and permissible bases for appealing the decision.