

[insert letterhead]

Date

[insert address]

Dear _____,

On _____, the school received a complaint alleging that _____, prompting the initiation of a Title VI Investigation, as required by 34 C.F.R Part 100 and in accordance with _____ Non-Discrimination and Harassment Policy and Grievance Procedure.

The investigation was conducted by _____ and included the following steps:

1. Initial interview with the complainant.
2. Initial interview with the alleged victim.
3. Interviews with students who were named as having information regarding the alleged _____.
4. Interview with the alleged perpetrator.
5. Interviews with the following staff members of the school: _____.
6. [insert any other steps]

Interviews revealed _____. Review of the documents revealed _____ Based on the above facts, I find that there is/is not sufficient evidence to support these allegations by a preponderance of the evidence.

If the investigation reveals harassment/discrimination for the victim's letter say: Based on the results of the investigation, the school is prepared to provide the following supports: _____.

If the investigation reveals harassment/discrimination for the perpetrator say: Based on the results of the investigation, the school intends to suspend _____. Notice of the suspension will come in a separate letter.

If there is a stay away order: In addition, _____ and _____ are not to interact in any way, and in fact are to avoid one another; neither student is allowed to engage in any conversation with peers about this topic.

The school takes reports of this nature with the utmost seriousness and concern. It is not only the obligation of the school, but also its desire and commitment to provide its students with an educational environment that is healthy, safe and supportive, and meets the needs of all of its learners.

Please do not hesitate to contact me directly if you have any further questions or concerns.