Template for Letter Documenting Parental Objection to Child's Participation in an Investigation

NOTE: THIS DOCUMENT SERVES AS A TEMPLATE ONLY AND HAS TO BE MODIFIED BY THE SCHOOL ENTITY PRIOR TO USE. THE DOCUMENT CANNOT BE USED IN ITS CURRENT FORM.

[CENTER (SCHOOL) LETTERHEAD]

ADDRESSED TO: Alleged Victims' Parents/Guardians

RE: **Report** of discrimination made on [DATE] on behalf of [STUDENT]

Dear _____:

On [DATE] you met with [NAME OF: ADMINISTRATOR, COMPLIANCE OFFICER, **TITLE IX COORDINATOR**] to discuss an alleged violation of [CENTER (SCHOOL)] Policy No. 103, prohibiting **Title IX sexual harassment and other discrimination affecting students**. The allegations involved *[VERY BRIEF DESCRIPTION OF INCIDENT OR GENERAL INCIDENTS WITHOUT NAMING NAMES, e.g. that a fellow student reported a teacher inappropriately texted your child suggesting they have dinner together; that your student reported a classmate in his math class has been touching **their** thigh every day and talking about how cute **they are**, making **them** uncomfortable; that a custodian reported hearing an identified group of students use racial slurs against your child; that your child reported to you that a teacher criticized your family's religion as being terroristic, etc.].*

In this discussion, you stated that you wish to maintain confidentiality and do not consent to [STUDENT'S] participation in an investigation. Because the center (school) has a legal obligation to address potential violations of Policy 103, the center (school) will conduct an investigation and maintain confidentiality to the extent this is consistent with the center's (school's) obligations to address and prevent violations of this policy. Any violations of policy which may be uncovered through this investigation will be addressed. The [CENTER (SCHOOL)] prohibits retaliation against any individual who has made a complaint, and alleged victims or individuals who participate in related investigations. If at any time you wish to withdraw your request for confidentiality and have your child participate in the investigation, please notify me immediately. If at any time your child believes there have been additional violations of Policy 103, including any retaliatory behavior, please contact me at your earliest convenience to permit the center (school) to properly address such matters. This will be treated as a new complaint with a new opportunity to determine your child's participation.

Feel free to contact me with any questions. My contact information is:

Sincerely,

_____

Title IX Coordinator