

[letterhead]

Re: Notice of Informal Resolution Process

Dear [INSERT COMPLAINANT NAME] and [INSERT RESPONDENT NAME],

We have received your written consent to participate in the Informal Resolution Process [this could be a form, or just an email that says “we agree to participate,” with a typed signature. Be sure to have that in the file and retained. Making it easy to agree to participate is the goal.]

An outline of the Informal Resolution Process can be found [insert policy Section number and link to full policy].

As explained in the Notice of Investigation, the allegations include [insert narrative including complainant and respondent, date, time, location and allegations].

[Insert name] will serve as the Informal Resolution Facilitator. They may be reached at [insert email].

If the parties agree to a resolution of the pending claims, they may not appeal the agreement thereafter, or resume the Formal Investigation Process related to the same allegations.

However, either party, at any time prior to a signed resolution may withdraw from the Information Resolution Process and resume the Formal Investigation Process with respect to the Formal Complaint.

Records from the Informal Resolution Process will be maintained by [insert district/charter] for seven [or more - I suggest indefinite] years but will not be used as part of the investigation or resolution if the Formal Grievance Process is resumed. Records will be shared between the parties during the Informal Resolution Process as determined and communicated by the Informal Resolution Facilitator.

Regards,

Title IX Coordinator