



METROPOLITAN SCHOOL DISTRICT OF WASHINGTON TOWNSHIP
8550 WOODFIELD CROSSING BLVD., INDIANAPOLIS, IN 46240

NOTICE OF ASSIGNED INVESTIGATOR AND SCHEDULING INITIAL MEETING

My name is [insert name], and the School District has assigned me to be the investigator for the Title IX complaint that you received an initial notice of, dated [insert date of initial notice], because you are either the complainant(s) (alleged victim), the respondent(s) (alleged perpetrator), or a party requiring notice pursuant to 34 C.F.R. § 106.45(b)(2).

As the investigator, my duties include establishing a schedule for the exchange of relevant evidence and information between the parties. I am also responsible for facilitating opportunities for the parties to respond to all of the relevant evidence in writing once the evidence has been compiled, exchanged, and reviewed. After receiving such written responses, I will issue an investigative report to the parties and set forth a timeframe to respond to that report in writing and to engage in any other relevant witness or party questioning.

To perform my duties, I would like to schedule an initial telephonic meeting with the parties and/or their representatives to understand the expected evidence to be sought and/or produced, any time restrictions or schedule limitations of the parties and/or their representatives, and any other special considerations for establishing the schedule for the investigation.

Please provide your availability for this initial telephonic meeting by [insert date], by emailing me at: [insert email address of investigator].

Your email should: (1) indicate that it is in response to this notice, (2) provide your telephone number, and (3) state the dates and times for which you are available for a call on the following dates: [insert dates and times the investigator is available for the initial phone call].

I will notify you of the date and time for the initial meeting in a response email or follow-up with alternative dates and times if necessary. In the meantime, if you have any questions about the investigative process, please refer to the Initial Notice to Parties Regarding Title IX Complaint that you received or the School District's Student Sexual Harassment Policy.

Sincerely

[Insert Name]
Title IX Complaint Investigator
[Insert Email Address]
[Insert Phone Number]