



Transmittal of Investigative Report and Reminder of Deadlines to Parties (STS-F042)

To: _____

Date: _____

Attached is the investigative report which also will be transmitted to the Decision-maker listed below:

Name: _____

Email: _____

Phone Number: _____

As a reminder, the following deadlines apply to this portion of the process:

- The parties have 10 days from the date of the investigative report to submit a written response regarding the investigative report to the Decision-maker.
- The parties have 5 days from the date of the investigative report to submit to the Decision-maker written, relevant questions that he/she wants asked of any party or witness prior to the determination of responsibility by the Decision-maker.
- All answers to proposed questions must be submitted to the Decision-maker within 3 days.
- The parties then have 2 days to submit limited follow up questions and 2 days to answer those follow up questions.
- Within 10 days of receiving answers to the relevant written questions, the Decision-maker will make a determination regarding responsibility, and provide the written determination to the parties and the District Title IX Coordinator.
- If a Title IX Coordinator/investigator dismisses a formal complaint based upon one of the permissible reasons outlined on STS-F038, the appeal process outlined on page 2 of STS-F038, and not the above process, are applicable.

Also, as a reminder, information contained in the investigative report is confidential. You and/or your student may not share the investigative report or information or evidence contained therein. Violation of this directive by a student may result in consequences pursuant to the Student Code of Conduct.

Signature: _____

Name: _____

Position: _____