

Sample Letter

Dear [Insert name of complaining party]:¹

This letter is to document that on [insert date] at [insert time] you reported that the following wrongdoing occurred: [insert description of the wrongdoing].

In light of the nature of the reported wrongdoing, please be advised of the following:

1. The school district's compliance officer is [insert name, address, email, and telephone number]. I will be providing a copy of this report to him/her and you may contact him/her for any concerns.
2. The school board has adopted policies pertaining to the kind of complaint or report that you have made. I am attaching the following policies that may be relevant. In addition, the district's policies are posted on the district's website and you may check them to determine if you believe that any additional policy may be applicable.
 - a. [describe each policy that you are enclosing]
3. [if applicable] You may be accompanied by your parents if the school district interviews you further in this situation.
4. [if applicable] You will be notified periodically of the results of our investigation.
5. [if applicable] If you are not satisfied with the results of the investigation, the findings made, or the action taken by the school district, you may file an appeal with the Board of School District. Such appeal may be filed [describe process and address, etc.]

Please be advised that no one is permitted to retaliate against you as a result of your action in bringing this complaint forward, participating in the investigation, or taking any appeals or other protected activity. If you believe that there has been any retaliation by anyone, please notify me as soon as possible. If you believe that I am doing anything to retaliate against you, please notify the Compliance Officer named in this letter.

Thank you for bringing this to my attention. We strive for a safe and comfortable school environment and will take action consistent with that goal.

¹ If the complaining party is a student under 18 years of age, this should be addressed to the student and the parents, unless there is a legitimate reason not to notify the parents, such as when the student reports sexual abuse or other abuse by the parents.