

# EMERGENCY REMOVAL NOTIFICATION LETTER

*\*This notice must be sent to a party who is removed through an emergency removal.*

## DISTRICT LETTERHEAD

[Date]

[Adult Student Complainant/Parent/Guardian/Employee Complainant/ Respondent]

[Address]

Re: Notice of Emergency Removal

Case No. \_\_\_\_\_

This is to notify you that [name] has been removed from campus due to an emergency removal instituted for the above numbered discrimination complaint initiated against them. This removal occurred because, after conducting an individualized safety and risk analysis, the District has determined that an imminent and serious threat to the health or safety of certain individuals arising from the allegations of discrimination justifies removal. You may, but are not required to, submit the enclosed form to challenge the removal within two district business days of the date the emergency removal was instituted. If you would like to submit a challenge, please do so no later than **[date]** via mail or email to me at **[Coordinator's Email]**.

Sincerely,

\_\_\_\_\_  
[Name]

Title IX or Other Coordinator

