Dear Principal [last name]:

Since our founding in 1881, the American Association of University Women (AAUW) has been the nation’s leading voice promoting equity and education for women and girls. Members from the AAUW [branch name] Branch have learned that [school] does not have a designated Title IX coordinator. We are writing to ask that you immediately designate at least one employee who will be responsible for coordinating the school’s compliance with Title IX.

Title IX prohibits sex discrimination in U.S. schools and ensures that all students have access to education. Federal regulations and guidance encourage every school to designate at least one employee who is responsible for coordinating the school’s compliance with Title IX (sometimes referred to as the Title IX coordinator). Schools must notify all students and employees of the name, title, and contact information of the Title IX coordinator.[[1]](#endnote-1) Additionally, all state educational agencies (SEAs) and local educational agencies (LEAs) must have coordinators. Designating a single Title IX coordinator for all schools in a district does not meet the spirit of Title IX of the Education Amendments of 1972.

The U.S. Department of Education’s Office for Civil Rights has found that some of the most egregious and harmful Title IX violations occur when schools fail to designate a Title IX coordinator or when a Title IX coordinator does not have the training or authority to oversee compliance with the law.[[2]](#endnote-2)

Please rectify this situation immediately by providing the name of the Title IX coordinator at [school]. I would be happy to meet with the new Title IX coordinator to discuss what’s at stake with Title IX and to ensure that she or he receives important new resources for the job at hand.

I would appreciate a prompt response.

Sincerely,

The AAUW [branch name] Branch

1. 34 CFR 106.2, 106.8(h). *See also* U.S. Department of Education Office for Civil Rights. *Know Your Rights: Title IX Prohibits Sexual Harassment and Sexual Violence Where You Go to School.* (April 4, 2011). [www2.ed.gov/about/offices/list/ocr/docs/title-ix-rights-201104.pdf](http://www2.ed.gov/about/offices/list/ocr/docs/title-ix-rights-201104.pdf). [↑](#endnote-ref-1)
2. U.S. Department of Education Office for Civil Rights. *Dear Colleague Letter on Title IX Coordinators.* (April 24, 2015). [www2.ed.gov/about/offices/list/ocr/letters/colleague-201504-title-ix-coordinators.pdf](http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201504-title-ix-coordinators.pdf). [↑](#endnote-ref-2)