Find your Title IX Coordinator and their email address here: <http://www.aauw.org/resource/find-your-title-ix-coordinator/>

1. Copy and past the template Email below.
2. Fill in between the [ ] in salutation, first paragraph, second paragraph, last paragraph, signature.

**Subject:** Resources for Your Role as Title IX Coordinator

Dear [Title IX Coordinator],

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. AAUW [BRANCH NAME] wants to ensure that our local schools have designated Title IX coordinators and have the resources they need to enforce this important civil rights law.

Title IX prohibits sex discrimination in education programs and activities that receive federal financial assistance. 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). **[School District] has identified you as the district’s Title IX coordinator.**

Title IX is about more than sports for girls — Title IX prohibits sex discrimination in U.S. schools and ensures that all students have access to education. Title IX coordinators oversee all aspects of Title IX at their schools, including fielding complaints and identifying and addressing any patterns or systemic problems. The U.S. Department of Education’s Office for Civil Rights 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 Title IX.

For example, the U.S. Department of Education’s [Civil Rights Data Collection (CRDC) for 2013–14](http://ocrdata.ed.gov/DataInfo1314) on harassment and bullying reveals that more than two-thirds (67 percent) of local education agencies (LEAs) in the United States reported zero allegations of sexual harassment or bullying in 2013-14. The state of Pennsylvania reported “0” instances of harassment and bullying based on sex in 66 percent of LEAs for 2013-14. The high rate of zeros simply defies reality, and we believe it points to very real problems in data collection, reporting systems, and training. This issue is not solely yours to fix, but good resources can help mitigate the problem.

To that end, we are writing to share the Department of Education’s [new resource guide](http://www2.ed.gov/about/offices/list/ocr/docs/dcl-title-ix-coordinators-guide-201504.pdf) for Title IX coordinators. This comprehensive guide seeks to enable Title IX coordinators to better understand and perform the important job of ensuring that learning environments are free from sex discrimination:

* [Title IX Resource Guide](http://www2.ed.gov/about/offices/list/ocr/docs/dcl-title-ix-coordinators-guide-201504.pdf)
* [Dear Colleague Letter on Title IX Coordinators](http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201504-title-ix-coordinators.pdf)
* [Letter to Title IX Coordinators](http://www2.ed.gov/about/offices/list/ocr/docs/dcl-title-ix-coordinators-letter-201504.pdf)

AAUW is committed to protecting and defending Title IX, and pursuing its vigorous enforcement, to ensure our nation’s commitment to moving toward full and equal educational opportunities for all students. AAUW [BRANCH NAME] encourages you to review these important materials to better address sex discrimination in our schools.

Sincerely,

AAUW [BRANCH NAME]