Witness Interview Form

For Use by Principals Conducting Investigative Interviews

Interview Information

Date: _____

Time: _____

Location: _____

Interviewer Name/Title: _____

Interviewee Name: _____

Role (e.g., Student, Teacher, Staff): _____

Purpose of Interview

☐ Witness
☐ Subject of Allegation
☐ Other (Specify): _____

Summary of Interview

Use this section to summarize the interview or include verbatim quotes if necessary.

_____

_____

_____

_____

Key Statements / Verbatim Quotes

"_____"

"_____"

"_____"

"_____"

Interviewee Acknowledgment

By initialing or signing below, the interviewee acknowledges that the above summary reflects their statements as accurately as possible. This is not an admission of guilt or wrongdoing.

Interviewee Initials: _____ Date: _____

Interviewee Signature (if applicable): _____