Safety and Investigation Referral Assessment

For Use by Principals and School Administrators

SECTION 1: SAFETY ASSESSMENT

Is immediate action necessary to ensure safety?

☐ Yes ☐ No

If yes, describe the action taken and the rationale:

SECTION 2: INVESTIGATION REFERRAL ASSESSMENT

Will the principal conduct the investigation?

☐ Yes ☐ No — If no, refer to central administration.

Rationale for decision:

SECTION 3: DOCUMENTATION AND SIGNATURE

This assessment must be documented as part of the official investigation file.

Principal/Administrator Name _____

Date of Assessment ____ / ____ / _____

Signature: _____