Witness Interview Outline

For Use by Principals and School Administrators

SECTION 1: WITNESS INFORMATION

Name of Witness:	
Role/Relationship to Incident:	
Interview Date and Time:	
Interviewer Name/Title:	

SECTION 2: PREPARED QUESTIONS

List anticipated or planned questions based on the scope of the investigation. Add space for follow-ups.

1. _____

2. _____

3. _____

4. _____

5. _____

Additional Follow-Up Notes/Questions During Interview:

_____

_____

_____

_____

_____

_____

SECTION 3: INTERVIEW OBSERVATIONS & WITNESS RESPONSES SUMMARY

Summarize key information provided, non-verbal behavior, and any inconsistencies or notable points.

_____

_____

_____

SECTION 4: INTERVIEWER NOTES & NEXT STEPS

Were any new individuals or facts mentioned that require follow-up?

☐ Yes ☐ No

If yes, specify: _____

Recommended next steps based on this interview:

_____