Investigation Report

For Use by Principals Conducting Student or Employee Investigations

1. Basic Information

Principal/Investigator Name: _____

School/Location: _____

Date of Initial Report: _____

Person making Initial Report: _____

To whom Initial Report was Made: _____

Date/Timeframe of Reported Incident(s): _____

Investigation Start Date: _____ End Date: _____

2. Summary of Allegation(s)

Brief description of the reported incident or concern:

_____

_____

3. Individuals Involved

List all relevant individuals, including complainant(s), respondent(s), and witnesses.

Name	Role (e.g., Complainant, Respondent, Witness)	Relationship to School (e.g., student, staff)

4. Investigation Overview

[*Provide a general summary of the investigative process, including key steps taken, such as receiving and reviewing the initial complaint, collecting evidence, obtaining written statements, and conducting interviews from relevant parties. Include any procedural measures taken, such as*

providing the factual record to the complainant and respondent for review, if applicable. If the investigation extended beyond the typical timeline, briefly explain the reason for the delay.]

5. Complainant Interviews and Submitted Information

Interview(s) Conducted with Complainant:
Date(s):
Location(s):
Individuals Present:

Summary of Interview(s):
[*Provide brief summary with reference to Interview Notes/Transcript included in Appendix. If multiple interviews occurred or a response was made to the distribution of evidence, note this here.*]

[Notes/Transcript] of the interviews conducted with the Complainant are included with the Evidence Appendix at Item__.

Relevant Additional Information Provided by Complainant:
[*List additional non-verbal information submitted that is relevant – written documents, emails, texts, etc., and include all actual documents/records submitted which directly relate to the allegations (even if not deemed relevant) as attachments numbered within the Evidence Appendix*.]

6. Respondent Interview(s) and Submitted Information:

Interview(s) Conducted with Respondent:
Date(s):
Location(s):
Individuals Present:

Summary of Interview(s):
[*Provide brief summary with reference to Interview Notes/Transcript included in Appendix. If multiple interviews occurred or a response was made to the distribution of evidence, note this here*]

[Notes/Transcript] of the interviews conducted with the Respondent are included within the Evidence Appendix at Item __.

Relevant Additional Information Provided by Respondent:
[*List additional non-verbal information submitted that is relevant – written documents, emails, texts, etc., and include all actual documents/records submitted which directly relate to the allegations (even if not deemed relevant) as attachments numbered within the Evidence Appendix*.]

7. Witness Interviews and Submitted Information:

1) **[*Insert witness name and title*]:**
   a. Date(s):
   b. Location(s):
   c. Individual Present:
   d. **Summary of Interview(s):**
   [*Provide brief summary with reference to Interview Notes/Transcript included in Appendix.*]

   [Notes/Transcript] of the interview(s) conducted with Witness are included within the Evidence Appendix at Item __.

   e. **Relevant Additional Information Provided by Witness:**
   [*List additional non-verbal information submitted that is relevant – written documents, emails, texts, etc., and include all actual documents/records submitted which directly relate to the allegations (even if not deemed relevant) as attachments numbered within the Evidence Appendix.*]

2) **[*Insert witness name and title*]:** *Same as above, continue for all additional witnesses.*

8. Evidence Collected

For a list of evidence reviewed, see the Evidence Appendix attached hereto and incorporated into this factual report.

9. Findings of Fact

[*Provide an analysis of the interviews and evidence collected, and summarize how the interviews and evidence support/refute the allegations. State factual conclusions based on the interviews and evidence.*]

10. Policy Violation Determination

[*Indicate whether a violation of school or district policy occurred, and identify the policy.*]

11. Recommendations (If Applicable)

[*Include any recommendations, such as referrals for disciplinary action or other follow-up steps.*]

Principal/Investigator Signature: _____

Date: _____

Evidence Appendix

[*Insert numbered list of all evidence collected*]