Audio Recording Documentation Form

For use by principals when recording interviews of students or employees

Interview Information

- **Date of Interview: _____**
- **Time of Interview: _____**
- **Location: _____**
- **Principal/Investigator Name: _____**
- **Interviewee Name: _____**
- **Role of Interviewee (e.g., witness, subject): _____**
- **Others Present: _____**

Pre-Recording Notice

☐ All individuals present were **notified in advance** that the interview would be **audio recorded**.
☐ The notification was provided:
☐ Verbally; or
☐ In writing (attach copy, if applicable) [*see attached template*]
☐ All parties **consented to the recording**.
☐ At the start of the recording, the **principal stated on the record**:

"This interview is being audio recorded. All individuals present have been notified of and consented to this recording."

Recording Details

- **Device Used for Recording: _____**
- **Recording File Name/ID: _____**
- **Recording Duration: _____**
- **Storage Location of Audio File: _____**
- **Backup Created:** ☐ Yes ☐ No
- **Backup Location (if applicable): _____**

Transcript Preparation

☐ A transcript of the interview recording was prepared.

- **Typist Name: _____**
- **Date of Transcript Completion: _____**

Certification of Transcript Accuracy

By signing below, we certify that the transcript is a true and accurate representation of the recorded interview.

Signature of Typist: _____ Date: _____

Signature of Principal/Investigator: _____ Date: _____

Notes or Additional Comments:

_____

_____

_____

[School District Letterhead]

Written Consent to Audio Recording of Interview

Consent to Audio Recording – Investigative Interview

I, **[Employee/Student Name]**, acknowledge that I have been notified that my interview with **[Principal/Investigator Name]** on **[Date]** at **[Location]** will be **audio recorded**.

I understand the following:

- The purpose of the audio recording is to ensure accuracy of the interview record.
- The recording may be transcribed, and both the recording and transcript will be retained as part of the investigation file.
- I may ask questions about the process before consenting.
- This interview is not a disciplinary proceeding unless I have been otherwise notified.
- I have the right to request the presence of a union representative or other support person if applicable.

☐ I consent to the audio recording of this interview.

☐ I do **not** consent to the audio recording of this interview.

Interviewee Name (Print): _____
Interviewee Signature: _____
Date: _____

Commented [A1]: If it is a student under age 18 signing, should there be a signature line for parents to sign as well?

Witness/Principal Name (Print): _____
Signature: _____
Date: _____