Disclaimer and Instructions Regarding Use of Investigation Forms

Disclaimer:

The forms and materials provided in this article are for **informational and educational purposes only**. They are intended to serve as general templates to assist school entities and their administrators in documenting and conducting employee or student investigations. **They do not constitute legal advice** and may not reflect the requirements of all applicable federal, state, or local laws, regulations, or board policies. Users of these forms are solely responsible for ensuring that they are adapted to fit the facts, circumstances, and legal requirements of their particular situation.

Administrative Approval:

Before initiating or using any form or investigative step outlined herein, **principals and other building-level administrators must seek prior review and approval** from the appropriate central office administrator, such as the Superintendent, Assistant Superintendent, Human Resources Director, or other designated official. Investigations often involve sensitive legal, contractual, and personnel considerations that require oversight and coordination at the district level.

Instructions for Use:

1. **Review Board Policies and Procedures:** Confirm that the investigative steps align with the school entity's adopted policies, collective bargaining agreements, and administrative regulations.
2. **Secure Authorization:** Obtain approval or direction from the appropriate central office administrator **before** beginning interviews, collecting documents, or issuing notices.
3. **Adapt as Needed:** Modify forms to ensure compliance with applicable laws (e.g., Title IX, Section 504/ADA, state mandatory reporting laws) and to reflect the unique facts of the matter.
4. **Maintain Confidentiality:** All documents and information generated during an investigation should be treated as confidential and shared only with individuals who have a legitimate need to know.
5. **Seek Legal Counsel When Appropriate:** Complex matters, such as those involving potential termination, litigation risk, discrimination claims, or law enforcement involvement, may require consultation with the school entity's solicitor or legal counsel.

Important: Failure to follow appropriate chain-of-command or procedural requirements may result in the investigation being compromised or subject to challenge.