Investigation Plan

For Use by Principals and School Administrators

SECTION 1: BASIC INFORMATION

- **Name of Principal/Investigator:** _____
- **Date Investigation Plan Created:** ____ / ____ / _____
- **Subject(s) of Investigation:** _____
- **Nature of Allegation:** _____

SECTION 2: SCOPE OF THE INVESTIGATION

Principals must define the scope of the investigation to ensure it is appropriately focused and complete.

- **Identified Policy(ies) or Rule(s) Allegedly Violated:**

_____

_____

- **Complainant/Victim:** _____
- **Respondent/Alleged Perpetrator:** _____
- **Other Known Individuals Involved (Witnesses, Bystanders, etc.):**

_____

_____

- **Relevant Time Frame (Date(s) of Incident or Pattern):**

_____

- **Location(s) Where Events Allegedly Occurred:**

_____

_____

SECTION 3: WITNESS LIST

Identify individuals who may have relevant knowledge of the events or circumstances.

Witness Name	Role/Relationship to Incident	Contact Information	Interview Date/Time (Planned)

SECTION 4: DOCUMENTS TO COLLECT OR REVIEW

List relevant records, files, reports, or communications.

Document Description	Source/Location	Requested or Collected (Date)

SECTION 5: PHYSICAL OR DIGITAL EVIDENCE

List physical or digital evidence to be gathered (e.g., photos, video, items, device logs).

Description of Evidence	Location/Owner	Collected (Date)

SECTION 6: INTERVIEW & COMPLETION TIMELINE

Task	**Target Date**	**Actual Date Completed**
Initial Planning Complete	_____	_____
Witness Interviews	_____	_____
	_____	_____

Task	Target Date	Actual Date Completed
	_____	_____
	_____	_____
	_____	_____
	_____	_____
Evidence Review	_____	_____
Report Finalization	_____	_____

SECTION 7: NOTES & STRATEGY CONSIDERATIONS

Record any additional planning notes, legal or procedural considerations, or strategy concerns.

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