

FINAL SUMMARY OF SCHOOL BASED INVESTIGATION

Investigation of _____ Investigated by _____
Date complaint made _____ Date investigation launched _____ Date investigation ended _____

Procedural Background

Scope of Investigation and discipline/referral code if student (this should include past incidents/patterns of behavior)

Steps Taken (Summary of what you have done. This should include interviews, documentation reviewed, agencies notified, employees or others notified. Your timeline and DCF/ law enforcement case numbers should be included in this section.)

Summary of events (evidence, action, and interview summaries. This is usually the longest section of your final summary besides your timeline)

Recommendation (usually district will do on their reports)/Conclusion (Enough evidence to support complaint or not AND what are the consequences if yes. Sometimes there is not enough evidence to find that someone has violated anything, but you can still make recommendations for them or the organization.).