

	Interviewed _____ Conducted by _____	Date:
Investigation Summary:		
	Investigation Summary Report Written within 10 days of incident	Date:
	Notify Parent/Guardian conclusion of investigation if applicable	Date: Method:
	If bullying incident give Hope Scholarship Form/letter	Date:
	If bullying incident give a copy of parent reporting form to alleged offender's parent/guardian	Date:
	Send copy of complete investigation to Instructional Services Office (Bullying and Possible Placements only)	Date:
For employee investigation-keep HR in the loop!!		