INVESTIGATION REPORT

Employee name_____ **Date**_____

Position_____ **Department/campus**_____

Investigator(s) _____
Administrator Name

1. **Allegation(s):**

2. **Timeline of events:**
   [Enter brief details of events, steps taken here]

3. **Witnesses interviewed:**
   [Designate whether student, parent, or employee]

4. **Investigative documents:**
   [List investigative documents here, such as statements, video clips, related policy, employee handbook excerpt, emails reviewed, etc.]

5. **Findings:**
   [State findings (e.g., unfounded, sustained, or not sustained); include additional findings related to the issue]

6. **Recommendations:**
   [Based on full review/investigation, identify recommended employment action(s), training needs, reprimand, or any other consequences or steps needed to remedy the situation]

7. **Follow up:**
   [Contact parents; communicate actions with superintendent, principal, supervisor, HR, Child Protective Services, law enforcement, local counsel; file documents]

_____ _____
Administrator Signature Date