Investigative Timeline

Complainant:	Accused
Student Parent Volunteer Employee	Student Parent Volunteer Employee
Student ID ESE 504	Student ID ESE 504
School or Worksite	School or Worksite
Phone number	Phone number
Address	Address

Incident is reported by	Date:	Method:
Contact victim's Parent/Guardian the same day that incident is reported:	Date:	Method:
Contact alleged offender Parent/Guardian the same day that incident is reported:	Date:	Method:
Other contacts made during investigation & by whom	Date:	Method:
Interview of complainant:	Date:	
Conducted by		
Interview of accused	Date:	
Conducted by		
Interviewed	Date:	
Conducted by		
Interviewed	Date:	
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Interviewed	Date:	
Conducted by		

Interviewed	Date:
Conducted by	
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!!	