***Investigation Report Template***

(School Letterhead)

INTERNAL INVESTIGATION REPORT

1. Summary Information

Report Date:

Investigator(s):

Date of Complaint:

Complainant:

Respondent:

Witness(es): 1.

2.

1. Background
2. Summary of Allegation(s)
3. Respondent Response
4. Witness Statement(s)
5. Findings – (Policy and/or law violations)
6. Summary
7. Recommendation(s)