



STUDENT COMPLAINT INVESTIGATION CHECKLIST

This checklist is to be used by school administrators and department supervisors when they are involved with conducting an investigation a violation of the Student Conduct and Discipline policy, 500.2. The investigation file should be kept separate from personnel or student education files.

Victim(s):		Perpetrator(s):	
Date of Incident:		Location:	
Briefly describe the evidence giving rise to this investigation:			

Indicate the date on which each step of the investigation is completed:

- _____ Investigation File Created (electronic and hard copy)
- _____ Video, Documents, and Other Physical Evidence Identified and Preserved
- _____ Student Victim Interviewed / Complaint Form Received
- _____ Witnesses Interviewed / Witness Statement Forms Received
- _____ Perpetrator Interviewed / Written Response Received
- _____ Investigation Report Completed (findings of fact, conclusions, determination of policy violations – 500.2 or 500.1, and recommendations)
- _____ Complaint and Student Discipline Documented on Skyward (consistent with CRDC)
- _____ Effects on Victim Remedied (if applicable)
- _____ Effects on School Environment Remedied (if applicable)
- _____ Disciplinary Action Imposed on Perpetrator (if applicable)
- _____ Other Recommendations Completed (if applicable)
- _____ Investigation Closed