

Confidential Information

This form contains confidential information and is to be kept by the school administrator.

NOTICE OF INVESTIGATION

School: _____ Date: _____ Time: _____

Name of Agency Represented:

Division of Child and Family Services

Law Enforcement

Individual requesting investigation:

Name: _____

Position: _____

Phone: _____

Student Investigating:

Name: _____

Birthday: _____

Age: _____

Grade: _____

Please circle an answer to EACH question:

Is the interview for the purpose of investigating child abuse/neglect? YES NO

Do you want a school representative to sit with you during the interview? YES NO

Is the interview for the purpose of criminal investigation? YES NO

If YES: Is the student a suspect? YES NO

Is the student a witness? YES NO

Is the student a victim? YES NO

Is the interview to gain information? YES NO

Has the parent/guardian been notified of this investigation? YES NO

Please be advised according to agency policy and procedure, the representative of the investigating agency has the responsibility to notify the parent/guardian regarding this investigation. School personnel are advised NOT to contact parent/guardian regarding the investigation.

To be completed by the investigating representative upon completion of the interview:

The child will be placed in protective custody and scheduled for a shelter hearing. YES NO

The child will remain at school and will be allowed to return home after school. YES NO

Investigation Representative Signature: _____

School Representative Signature: _____

Note: In the principal's absence an administrative substitute may administer guidelines and procedures.