

ALLEGED HARASSMENT INVESTIGATIVE REPORT

(Note: If additional space is needed, attach separate sheets to this report).

Name of Complainant: _____

School and/or Position: _____

Nature of Complaint: _____ Student _____ Employee

Specific Complaint: _____

Date Complaint Filed: _____

Name(s) of Respondent: _____ Date Notified _____

Respondent's Response: _____ Agrees with the facts
_____ Disagrees with the facts

Explanation: _____

Date Complainant Notified _____

Complainant's Response _____ Agrees with the Respondent
_____ Disagrees with the Respondent

Explanation: _____

Complainant's Witnesses:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
(Names)	(Position)

Date: _____ Interviewed: _____

Name of Witness: _____

Response: _____

Respondent's Witnesses:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Date: _____ Interviewed: _____

Name of Witness: _____

Response: _____

Date: _____ Interviewed: _____

Name of Witness: _____

Response: _____

Other Records/Documents Reviewed:

1. _____
2. _____
3. _____
4. _____

Summary of Review of Above Records/Documents: _____

Investigator's Summary: _____

Suggested Corrective Action: _____

Investigator's Signature

Date

Please send report to Dr. Thomas Keeley, Assistant Superintendent of Business and Personnel at 5334 Hornet Avenue, Beech Grove, IN 46107 or tkeeley@bgcs.k12.in.us.