



Report of Investigation of Sexual Harassment Complaint by Employee

Complainant

Name _____ Age _____ Sex _____ Home Phone _____

School _____ Grade _____ Special Education Yes _____ No _____

Prior Sexual Harassment Complaints Yes ___ No ___ How Many _____ if yes, list prior complaints on separate sheet.

Alleged Offender

Name _____ Age _____ Sex _____ Home Phone _____

School _____ Grade _____ Special Education Yes _____ No _____

Prior Sexual Harassment Offenses Yes _____ No _____ How Many _____ If yes, list prior offenses on separate sheet

Does your Investigation support the allegation against this employee? Yes _____ No _____

Provide a brief statement of the findings that led you to this conclusion.

Action as a result of this Investigation on _____
Date _____

Official(s) conducting Investigation _____ Date _____

Name _____ Title/Dept. _____

Name _____ Title/Dept. _____

Provide a narrative summary of your Investigation. Attach copies of any relevant documents, e.g. statements of persons contacted. Forward completed report to the Director of Human Resources. Maintain a copy of the report for your records.