



Utah State
Board of
Education

Prevention

BULLYING TOOLKIT: INVESTIGATION MODEL FORM

A UTAH STATE BOARD OF EDUCATION TECHNICAL
ASSISTANCE DOCUMENT

May 2026

INVESTIGATION FORM

I. INITIAL REVIEW

Date of Bullying Report:

Designated Administrator:

Date Designated Administrator Received Report:

Date Investigation Started:

Date Investigation Completed:

Investigator:

Position:

INITIAL QUESTIONS

Is the alleged bullying incident(s) within the school district's authority to investigate?

☐

Yes

☐

No

If No, notify the Complainant and provide resources for support. If Yes, move to the next question.

Is the alleged bullying incident within the scope of the bullying prevention policy (link to LEA policy)?

☐

Yes

☐

No

If No, the report should be promptly investigated pursuant to the applicable school policy.

If Yes, promptly investigate the complaint pursuant to the bullying prevention policy.

If possible criminal conduct is indicated in the report, was law enforcement notified?

☐ Yes ☐ No ☐ N/A

If yes, please include the following:

Date:

Contact Person:

Status, if known:

Other organizations involved:

II. BULLYING REPORT

Does the Complainant wish to remain anonymous?

☐ Yes ☐ No

Name of Complainant:

☐ Student ☐ Parent/Guardian ☐ Staff Other (please specify):

If a student, specify school and grade:

If a parent/guardian or other, provide contact information:

Name:

Email:

Phone number:

Is the Complainant the target of the alleged bullying being reported?

☐ Yes ☐ No

III. INCIDENT DETAILS

Student affected:		Grade:		Class:	
Alleged offender name:		Grade		Class	

IV. INVESTIGATION INFORMATION

Investigator to inform each interviewee: "To the extent allowed by law, you are required to keep all details of this interview confidential. Further reports of bullying will become part of this review." (Exceptions to confidentiality will be addressed in accordance with LEA policy).

Information to be collected and evaluated as part of the investigation may include, but is not limited to description of the alleged bullying incident(s), including date(s), times(s), locations(s), methods(s) (e.g., physical, verbal, written, electronic/social media, psychological, social, images or items displayed or worn, how often the incident(s) occurred, whether an imbalance of power exists between the target and perpetrator, and whether the alleged bullying was based on any protected category under federal and state law and school board policy):

Identify all individuals involved in the alleged bullying incident(s):

Include the student(s) reported as subjects, the individuals reported as offenders, and the individuals who witnessed or have knowledge about the alleged bullying; include relevant information regarding the individuals (e.g., student grade and school; contact information if not a student or school district staff member) and, if applicable, the relationships among the involved individuals:

- ☐ Interview with student subjected to the incident
- ☐ Interview with individual alleged offender

☐ Interview with parents of the student subjected to the incident

☐ Interview with parents of the alleged offender

☐ Interview with specific staff (counselor, teacher, etc.):

☐ Others involved:

Identify whether the Complainant alleged that the incident(s) was based on a protected class, e.g. disability, race, sex, religion; if yes, refer to the appropriate policy and procedure addressing nondiscrimination/equal opportunity or sexual harassment under Title IX:

Identify whether any of the students involved in the alleged bullying incident(s) receive special education services under an IEP or a Section 504 Plan (*this includes if any of the students are in the process of being referred or evaluated for special education services; if yes, refer to the student's IEP or 504 Plan and contact the special education director or Section 504 coordinator*):

Review evidence of alleged bullying provided to the school and in the school's possession (e.g., school or bus surveillance video, cell phone video, photographs, digital images, emails, letters, written statements, notes, police reports):

Identify whether there were any previous incidents of bullying or other behavior alleged or verified:

Identify additional school staff, if any, involved in the investigation and their role:

Determine whether any interim measures should be implemented for any of the involved students *and, if so, describe and attach documentation as appropriate:*

Determine whether the alleged bullying adversely affected any of the involved students' education or educational environment. *Provide examples as necessary so students are able to accurately respond:*

Any additional information relevant to the complaint and investigation:

V. FINDINGS

- ☐ Found grounds to substantiate the report as a bullying incident
- ☐ Did not find grounds to substantiate the allegations
- ☐ Did not find enough information to make a judgment on the allegations

Evaluate the information and evidence collected through the investigation and determine findings (i.e., did or did not find the alleged conduct constitutes bullying or other prohibited behavior under the bullying prevention model policy; did the alleged conduct affect any of the involved students' education or educational environment; and why):

Maintain bullying reports, investigation documentation and evidence, written findings reports (if any), record of parent notification, and records of any responsive actions/action plans in accordance with applicable law, local school board policy and procedures, and the school district's record retention manual.

Name of Person Filing this Report:

Signature of Person Filing this Report:

Date: