

CSD 3226P Documentation

SSB 5316 requires that student interviews/interrogations on school premises related to abuse or neglect cases by Law Enforcement and/or Department of Social and Health Services are documented. Please complete each area of the form below in their entirety. Sections 1-11 should be completed prior to the interview/interrogation and Sections 12-14 after the completion of the interview/interrogation. The original form should be placed in the student Cumulative folder at the campus and a copy sent to Student Services.

Complete Sections 1-11 Prior to the Interview	
1. Name of Student:	
2. Date of Interview:	
3. Campus:	
4. Specific Location of Interview:	
5. Start Time of Interview:	
6. Name of Interviewing Party (Name & Agency):	
7. Student Gives Consent to Interview: Yes or No (Circle)	
Principal/Designee Witness Signature:	
8. Student Requests Third Party Observation: Yes or No (Circle)	
9. If yes, name of third party observer:	
Principal/Designee Witness Signature:	
10. Discussion with interviewing party about who should contact parent/guardian: Yes or No (Circle)	
Parent/Guardian will be contacted by: (Name of staff member or organization)	
11. Parent/Guardian Present for Interview: Yes or No (Circle)	
Complete Sections 12-14 After the Interview	
12. End Time of Interview:	13. Length of Interview:
14. Name of Staff Member Completing Form:	
Signature of Staff Member Completing Form	

***The original form should be placed in the campus CPS reporting file and a copy sent to Student Services*