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| **PART 2  QUESTAR III DASA INCIDENT INVESTIGATION** To be completed by the DAC.  A thorough investigation must be completed. Attach more copies of this section for each interviewee. |

**Interviewee:** Click or tap here to enter text.

**Interviewer:** Click or tap here to enter text.

**Date of Interview:** Click or tap to enter a date.

*I am going to ask you some questions about a reported [identify the kind of] incident. Please answer the questions the best you can. We will keep your answers anonymous as much as possible. I’m here to help, so please let me know if you are uncomfortable answering any of the questions.*

1. **Could you please describe what happened?**   
    Click or tap here to enter text.
2. **Who was involved?**

Click or tap here to enter text.

1. **Who was the offender?** Click or tap here to enter text.
2. **Who was targeted?** Click or tap here to enter text.
3. **What did you see?** Click or tap here to enter text.
4. **What did you hear?** Click or tap here to enter text.
5. **Please tell me how long this has happening, or if it has happened before?** Click or tap here to enter text.
6. **Was anyone physically injured?** Click or tap here to enter text.
7. **Please tell me how this has affected you while you are at school.** Click or tap here to enter text.
8. **Do you have any evidence that you can voluntarily share with me about this incident? (Examples: Notes, bruises, URL’s, pictures, screen shots, any other evidence, etc.**

*\*\*\* If student doesn't volunteer do not insist that they share. Do not ask students to forward texts, photos or screenshots to your work or personal device.\*\*\**

Click or tap here to enter text.

1. **Are there other people who I should speak to who are aware of this incident?** Click or tap here to enter text.
2. **Is there anything else you can/want to share with me about this incident?** Click or tap here to enter text.

**Thank you for sharing this information. Please follow up with your principalif anything else happens or you think of anything else.**

**The next steps we will take at the school are (indicate if parents/persons in parental relation will be contacted):**

Contacting Parent  
 Investigating the incident  
 Following up with you and your family  
 Referring incident to home District (if appropriate).