Press or Priority Case ☐

Investigative Action Worksheet

Assigned Investigator Hatton Y

OSI Case No.	17-03510X	Date received case file.	4/19/17

Instructions/comments from assigning manager or team leader:

Initials:

Supervisor Action Items

- Duplicate/Open Case Check: ☐
- C-30: ☐
- Principal Tenure: ☐
- Tenure Date: _____

CI Front End Action Items	CI Back End Action Items	Date	Initials
Superintendent Complaint: ☐	Submitted for write up	6/22/17	AE
Reassigned Employee: ☐	Case returned to CI		
Duplicate/Open Case Check: ☑	CI reviewed and signed report		
Case Number(s): _____ _____ _____	Closing memo/TAC request sent		
	Submitted for database closure Attorney:		

Date	Comment/Action Taken
4/19/17	Recieved & Reviewed Case
4/28/17	went to School to Speak w/ Principal and obtain document
5/16/18	Interviewed Subject Levine at OSI
5/23/17	Interviewed Subject Langley at OSI
7/10/17	UNSUB Case Memo drafted by FC (atty)
7/21/17	Spoke w/ KH re: disposition of the case; will be changed to SUB ⇒ subjects admitted they made students in a manner that is violative of the DOE Grading Policy
–	SUB Case Memo drafted by FC (atty)