

**EDWARDSVILLE EDUCATION ASSOCIATION, IEA/NEA  
INVESTIGATION FORM  
FOR BUILDING REPRESENTATIVES**

This investigation form may help you to process potential issues more effectively. You and the member should be able to answer most of these questions initially, but you will want to double check the answers during your investigation.

Date: \_\_\_\_\_

1. WHO'S INVOLVED: \_\_\_\_\_

A) MEMBER: \_\_\_\_\_

B) WITNESS(ES): \_\_\_\_\_

Can the witness(es) be contacted by EEA? Yes\_\_\_\_\_ No\_\_\_\_\_

If "No", why not? \_\_\_\_\_

\_\_\_\_\_

C) BUILDING PRINCIPAL/SUPERINTENDENT: \_\_\_\_\_

2. WHAT: A) What is the problem (be specific)? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B) Does the claim involve a provision of the contract? Yes\_\_\_\_\_ No\_\_\_\_\_

C) If “Yes”, which provision(s)? \_\_\_\_\_

If a provision of the contract appears to be violated, misinterpreted and/or misapplied, please forward this information to the appropriate Building Representative or the Co-Presidents and all evidence applicable to the violation.

If “No”, why should EEA be interested in this problem?

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Please complete the remaining questions and forward the information sheet to the Building Representative or to the Co-Presidents whichever will resolve the issue more expeditiously.

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3. WHEN: When did the incident occur? \_\_\_\_\_

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4. WHERE: Where did the alleged incident occur? \_\_\_\_\_

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5. WHY: Why did the incident occur? \_\_\_\_\_

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