

## STUDENT SEARCH CHECKLIST

**This checklist is to be completed for each individualized student search incident as soon as possible after the search.**

Name/Title of Person Performing Search and Completing Form:

\_\_\_\_\_

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

1. Who was searched? \_\_\_\_\_
2. Date, time and location of search \_\_\_\_\_
3. What factors caused you to have a reasonable suspicion that a search of this student or the student's possessions would provide evidence that the student has violated or is violating the law, Board policies or school rules?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
4. Was student's consent requested? \_\_\_\_\_ Given? \_\_\_\_\_  
 [Consent is not required for search to be conducted]
5. What was searched (i.e., person, personal belongings, storage facilities)?  
 \_\_\_\_\_  
 \_\_\_\_\_
6. Who witnessed the search?  
 \_\_\_\_\_  
 \_\_\_\_\_
7. What did the search yield? \_\_\_\_\_  
 A. What evidence was seized? \_\_\_\_\_  
 B. Was receipt issued for seized items? \_\_\_\_\_
8. Were police notified? \_\_\_\_\_
9. Was any evidence released to police? \_\_\_\_\_  
 If yes, what evidence? \_\_\_\_\_
10. Were parents notified of the search, including the reasons and the scope?  
 \_\_\_\_\_  
 A. If yes, how were they notified? \_\_\_\_\_

- B. If no, why not? \_\_\_\_\_
11. Other relevant facts (if any) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Person Performing Search and Completing Form:

\_\_\_\_\_

Adopted: June 25, 2012