

### 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. Witness(es) to 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? \_\_\_\_\_  
A. Who witnessed the search? \_\_\_\_\_
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: November 1, 1999

Revised: February 2, 2015