

STUDENT SEARCH CHECKLIST

This checklist is to be completed for each individualized student search incident, when appropriate 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:

Administrative Procedure Adopted: February 9, 2010

Administrative Procedure Revised: May 28, 2013

Administrative Procedure Reviewed: April 19, 2024