



Student Interview Procedure

For Non-School District Officials

_____ *Date* _____ *Time* _____ *Student Name* _____ *Grade*

On the above noted date

_____ *Name of Officer/Representative*

of the _____ Department / Agency

requested an interview with the above named student. School District policy states that Child Protective Services or Law Enforcement agencies shall determine whether the child wishes to have a third party (school official) present during questioning. It also states that unless the child objects to the presence of a school official, the school official will participate in the interview unless it jeopardizes the course of the investigation.

Principal/Designee Please ask and document student's response to the following questions:

In This Instance	Student Response
Do you agree to be interviewed?	☐ YES Interview Start Time: _____ ☐ NO Interview End Time: _____
Do you want a school official present?	☐ YES ☐ NO

☐ Parent Contact Date and Time: _____

☐ Law Enforcement ☐ CPS ☐ Parent ☐ School
 Date and Time: _____

☐ Law Enforcement asserts exigent circumstances exist and directs school official not to contact parent

_____ *School Official Signature* _____ *Title* _____ *School*

Witnessed By:

_____ *Officer / Representative Signature* _____ *Department / Agency*