SNOHOMISH SCHOOL DISTRICT

Removal Of a Student from School by Law Enforcement

Upon proper identification, a law enforcement officer may exercise legal authority to remove a student from school when authorized by law and if the officer assumes responsibility for the student. A warrant is not required for the building administrator to release a student into the officer's custody. The law enforcement officer must complete this form prior to removing a student from school. The building administrator will immediately notify the parent/guardian **unless directed not to do so by law enforcement**. If directed not to contact the parent/guardian, the building administrator will request that the officer list the reasons in writing prior to removing a student from school.

Officer: _____ Student Name: _____

Agency: _____ Parent/Guardian Name: _____

Position: _____ Address: _____

Badge Number (if applicable: _____ Phone Number: _____

Warrant # (if applicable): _____ Date of Birth: _____

Action by Law Enforcement Officer

❑ **Custody Transfer Request:** I request that _____ transfer custody of the
Building Administrator Name
above named student to me the removal from school. The law enforcement agency assumes full responsibility for the student while they are in our custody.

❑ **Parent/Guardian Notification:** I understand it is the policy of the Snohomish School District to make a reasonable effort to notify the parent/guardian **before** a student is taken into custody. By checking this box, I am indicating that because of the special circumstances of this investigation, I have directed the school **not** to contact the student's parent/guardian. My agency will notify the student's parent/guardian, as appropriate in accordance with applicable law.

If this box is not checked, the school will immediately notify the parent/guardian

Reason(s) for prohibiting notification of the parent/guardian: _____

_____

Signature by Officer: _____ Date _____ Time: _____

Action by Building Administrator Regarding Parent/Guardian Notification (check only one box)

❑ Parent/guardian **not** notified as directed by law enforcement officer.

❑ Parent/guardian notified on (date/time): _____

❑ Attempt(s) to notify parent/guardian made on (date/time): _____

_____ _____ _____

School Administrator's Name School Administrator's Signature Date

Distribution: Place original form in student's school file and provide copy to the law enforcement officer.

- **Please use form 3421F1 – in Reporting suspected child abuse or neglect**