

**STUDENT SEARCHES  
CHECKLIST**

This checklist is to be used in conjunction with a student search incident.

1. What factors caused you to have a reasonable suspicion that a search of this student or the student's effects, will provide evidence that the student has violated or is violating the law or rules of the school?

A. Eyewitness account:

1. By whom \_\_\_\_\_
2. Date/time \_\_\_\_\_
3. Place \_\_\_\_\_
4. What was observed \_\_\_\_\_  
\_\_\_\_\_

B. Information from a reliable source:

1. From whom information received \_\_\_\_\_
2. Date and time received \_\_\_\_\_
3. How was information received \_\_\_\_\_
4. Who received the information \_\_\_\_\_
5. Describe information received \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Suspicious behavior. Please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Date and time search was conducted \_\_\_\_\_

E. Location (where search was conducted) \_\_\_\_\_

F. Reason given to student for search \_\_\_\_\_  
\_\_\_\_\_

G. Was student's consent requested? \_\_\_\_\_ Given? \_\_\_\_\_

**STUDENT SEARCHES, CHECKLIST (Cont.)**

2. Reasonableness of search in terms of scope and intrusiveness

- A. What were (are) you searching for? \_\_\_\_\_  
\_\_\_\_\_
- B. Age and sex of student \_\_\_\_\_
- C. Exigency of the situation \_\_\_\_\_
- D. What type of search was (is being) conducted? \_\_\_\_\_  
\_\_\_\_\_
- E. Who conducted (is conducting) the search? \_\_\_\_\_  
Position: \_\_\_\_\_ Sex: \_\_\_\_\_
- F. Who witnessed the search? \_\_\_\_\_

3. Explanation of search

- A. Describe the time and location of the search \_\_\_\_\_  
\_\_\_\_\_
- B. Describe exactly what was searched \_\_\_\_\_
- C. What did the search yield? \_\_\_\_\_  
\_\_\_\_\_
- D. What was seized? \_\_\_\_\_
- E. Was anything released to police? \_\_\_\_\_
- F. Were parents notified of the search, including the reasons and the scope? \_\_\_\_\_