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