

**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. Who witnessed the 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? \_\_\_\_\_

If yes, what evidence? \_\_\_\_\_

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:

\_\_\_\_\_

**NOTE: If search resulted in school disciplinary action and/or referral to law enforcement, this form should be retained in student's file.**

**If search did not result in disciplinary action, this form should be retained in separate file in school or superintendent's office.**

Adopted: July 11, 2017