

**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? _____

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? _____