STUDENT SEARCH FORM

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? ____________________________________________

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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 8, 2017