

### 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 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., 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 the 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?

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A. If yes, how were they notified? \_\_\_\_\_

B. If no, why not? \_\_\_\_\_

11. Other relevant facts (if any) \_\_\_\_\_

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Signature of Person Completing Search  
and Completing Form:

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Signature of Search Witness

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**IF SEARCH RESULTED IN SCHOOL DISCIPLINARY ACTION AND/OR REFERRAL  
TO LAW ENFORCEMENT, THIS FORM WILL BE RETAINED IN STUDENT'S FILE.**

**IF SEARCH DID NOT RESULT IN DISCIPLINARY ACTION, THIS FORM WILL BE  
RETAINED IN SEPARATE FILE IN THE SCHOOL OFFICE.**

**IF THE PARENTS WERE NOTIFIED, A COPY OF THIS CHECKLIST WILL BE  
FORWARDED TO THEM.**

First Reading: February 3, 1999

Second Reading and Adoption: April 7, 1999