

**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: \_\_\_\_\_

Who was searched? \_\_\_\_\_

Date, time and location of search? \_\_\_\_\_

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 federal/state law, Maine School District No. 3 Board of Directors' policies or school rules?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was student's consent requested? \_\_\_\_\_  
Given? \_\_\_\_\_  
(Consent is not required for search to be conducted)

What was searched (i.e., person, clothing, personal belongings, storage facilities, vehicle)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness(es) to search? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What did the search yield? \_\_\_\_\_  
\_\_\_\_\_

What evidence was seized? \_\_\_\_\_

Was receipt issued for seized items? \_\_\_\_\_

Were law enforcement authorities notified? \_\_\_\_\_

Were law enforcement authorities present? \_\_\_\_\_

If so, why? \_\_\_\_\_

What law enforcement agency? \_\_\_\_\_ Officer(s)

What evidence, if any, was released to law enforcement authorities?

Were parents notified of the search? Before search? \_\_\_\_\_ After search? \_\_\_\_\_

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

\_\_\_\_\_  
Signature of person performing search and completing form

**NOTE: If search results 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.**

**Copies of the report will be provided to the students, parents/guardians and Superintendent.**

Cross Reference:	KLG	Relations with Law Enforcement Authorities
	KLG	Regulation: Relations with Law Enforcement Authorities
		Administrative Procedure
	JIH	Questioning and Searches of Students
	JIHB	Parking and Vehicle Search Policy
	JIHB	Regulation: Procedure - Parking Lot Patrols and Vehicle Searches

Issued: February 7, 2000