

## 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, School Committee 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? \_\_\_\_\_
9. Was any evidence released to police? \_\_\_\_\_
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: May 24, 1999  
Revised: March 10, 2003  
Reviewed: December 14, 2009  
Reviewed: December 16, 2013  
Reviewed: January 01, 2017