

**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) _____

STUDENT SEARCHES, CHECKLIST (Cont.)

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? _____