

CHECKLIST
Search and Seizure

Name Of Person Filling Out Form _____ Date _____
Position Of Person Filling Out Form _____

I. What factors cause you to have a reasonable suspicion that the search of this student or his or her effects, locker, or automobile, will turn up evidence that this student has violated or is violating the law or the rules of the school?

A. Eyewitness account

- 1) By whom: _____
- 2) Date/time: _____
- 3) Place: _____
- 4) What was seen: _____

B. Information from a reliable source

- 1) From whom: _____
- 2) Time received: _____
- 3) How information was received: _____
- 4) Who received the information: _____
- 5) Describe information: _____

C. Suspicious behavior - - explain

D. Child's past history - - explain

E. Time of search: _____

F. Location of search: _____

G. Student told purpose of search (by whom, date, and time): _____

H. Student consent requested: _____ Student consent received: _____

II. Is the type of search you intend to conduct reasonable in terms of scope and intrusiveness.

A. What are you searching for: _____

B. Sex of the student: _____

C. Age of the student: _____

D. Necessity of the search: _____

E. What type of search is being conducted: _____

F. Who is conducting the search: _____

Position: _____

Sex: _____

G. Witness(es): _____

III. 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. Were any materials turned over to the police: _____

F. Were parents notified of the search, including the reason for it and the scope: _____

G. If parents were notified, which one of the parents/guardians were notified and when? Did they wish to be present during the search?
