

Note to administrator: Ensure that the requested information in this form complies with the district's local procedures. See FNF(LEGAL) and (LOCAL).

~~SAMPLE~~ DOCUMENTATION FOR STUDENT SEARCHES

(PLEASE PRINT.)

STUDENT'S
NAME: _____

STUDENT'S AGE AND
GRADE LEVEL: _____

STUDENT'S
SEX: _____

NAME AND POSITION OF EMPLOYEE AUTHORIZING SEARCH:

DATE OF
SEARCH: _____

BASIS FOR SEARCH

DID THE STUDENT CONSENT TO THE SEARCH?

- YES
 NO

DESCRIBE THE FACTS THAT CAUSED A DISTRICT EMPLOYEE TO HAVE REASONABLE SUSPICION THAT A SEARCH OF THIS STUDENT, OR THE STUDENT'S BELONGINGS, WOULD REVEAL EVIDENCE OF A VIOLATION OF LAW OR THE DISTRICT'S STUDENT CODE OF CONDUCT (INCLUDING DETAILS SUCH AS DATE, TIME, LOCATION, NAMES AND TITLES OF WITNESSES, OBSERVED BEHAVIOR, REPORTS OR ALLEGATIONS, AND OTHER OBJECTIVELY VERIFIABLE INFORMATION):

WHAT IS (OR WAS) THE SEARCH EXPECTED TO REVEAL?

METHOD AND SCOPE OF SEARCH

NAME AND POSITION OF EMPLOYEE WHO CONDUCTED THE SEARCH:

NAMES AND POSITIONS OF ANY OTHER INDIVIDUALS PRESENT DURING THE SEARCH:

LOCATION OF SEARCH (E.G., PRINCIPAL'S OFFICE):

TIME OF SEARCH (E.G., 10:00 A.M., BETWEEN FIRST AND SECOND PERIODS):

EXACTLY WHAT ITEMS OR AREAS WERE SEARCHED?

RESULTS OF SEARCH

LIST ANY ITEMS REVEALED BY THE SEARCH:

LIST ANY ITEMS REMOVED FROM THE STUDENT:

LIST ANY ITEMS RELEASED TO LOCAL LAW ENFORCEMENT AUTHORITIES:

PARENT NOTIFICATION

WERE THE STUDENT'S PARENTS NOTIFIED OF THE SEARCH, INCLUDING THE REASONS? (CHECK ONE.)

YES (DESCRIBE THE TIME AND METHOD OF NOTICE.)

NO (DESCRIBE THE ATTEMPTS TO NOTIFY PARENTS BEFORE OR AFTER THE SEARCH.)

SIGNATURE OF PRINCIPAL OR DESIGNEE

NAME: _____

POSITION: _____

DATE: _____

DRAFT