

**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? \_\_\_\_\_