

SEARCH AND SEIZURE CHECKLIST

**Complete as thoroughly as possible**

**What factor(s) caused you to have a reasonable suspicion that a search would produce evidence that the student(s) had violated or is/are violating the law or school rules?**

Student Searched: \_\_\_\_\_

Date, time and location of search: \_\_\_\_\_

Search conducted by: \_\_\_\_\_ Witness: \_\_\_\_\_

**A. Information received:**

- 1. From whom? \_\_\_\_\_ 2. Date/Time received? \_\_\_\_\_
- 3. How was the information received? \_\_\_\_\_
- 4. Who received the information? \_\_\_\_\_
- 5. Describe the information: \_\_\_\_\_

**B. Explain any suspicious behavior:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**C. Was the student told the purpose of the search? Yes \_\_\_\_\_ No \_\_\_\_\_**

**D. What was the purpose?** \_\_\_\_\_

**E. Was consent requested? Yes \_\_\_\_\_ No \_\_\_\_\_**

**Was the conducted search reasonable in terms of scope and intrusiveness?**

**F. Sex of student?** \_\_\_\_\_

**G. Age of student?** \_\_\_\_\_

**H. What were you searching for?** \_\_\_\_\_

**I. Describe exactly what was searched?** \_\_\_\_\_

**J. What did the search yield?** \_\_\_\_\_

**K. What was seized?** \_\_\_\_\_

**L. Were any seized materials turned over to the police? Yes \_\_\_\_\_ Yes \_\_\_\_\_**

If yes, what? \_\_\_\_\_

**M. Were the parents/guardians notified of the search, (or the student if not present) including the reason for it and the scope?** \_\_\_\_\_