

# JIH-E Student Search Checklist

**This checklist is to be completed for each individualized student search incident as soon as possible after the search.**

Name/Title of Person Performing Search and Completing Form:

\_\_\_\_\_

Date: \_\_\_\_\_

1. Who was searched? \_\_\_\_\_

2. Date, time and location of search \_\_\_\_\_

3. What factors caused you to have a reasonable suspicion that a search of this student or the student's possessions would provide evidence that the student has violated or is violating the law, Board policies or school rules?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Was student's consent requested? \_\_\_\_\_ Given? \_\_\_\_\_

[Consent is not required for search to be conducted]

5. What was searched (i.e., person, personal belongings, storage facilities)?

\_\_\_\_\_

\_\_\_\_\_

6. Who witnessed the search? \_\_\_\_\_

\_\_\_\_\_

7. What did the search yield? \_\_\_\_\_

A. What evidence was seized? \_\_\_\_\_

B. Was receipt issued for seized items? \_\_\_\_\_

8. Were police notified? \_\_\_\_\_

9. Was any evidence released to police? \_\_\_\_\_

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

10. Were parents notified of the search, including the reasons and the scope?

\_\_\_\_\_

A. If yes, how were they notified? \_\_\_\_\_

B. If no, why not? \_\_\_\_\_

11. Other relevant facts (if any) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Person Performing Search and Completing Form:

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Adopted: June 25, 2012

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Revision #1

Created 7 April 2022 15:37:10 by Matt Frey-Davis

Updated 25 May 2023 15:29:56 by Matt Frey-Davis