



Student Search Documentation Form

PVUSD Policy/Regulation 5145.12 · New Jersey v. T.L.O. · Education Code §49050



1. STUDENT INFORMATION

Student Name: _____

Date: _____ Time: _____

Student ID: _____

Location of Search: _____

Grade: _____

Administrator Conducting Search: _____

School: _____

Administrator Signature: _____

2. REASONABLE SUSPICION

What specific facts created reasonable suspicion? (check all that apply)

- ☐ Odor of marijuana, alcohol, or vape
- ☐ Student observed smoking/vaping
- ☐ Contraband in plain view
- ☐ Student observed possessing prohibited item
- ☐ Reliable report from student
- ☐ Reliable report from staff
- ☐ Reliable report from parent/community
- ☐ Student admission
- ☐ Video evidence
- ☐ Bulging pocket/backpack/clothing
- ☐ Suspected theft
- ☐ Suspected weapon
- ☐ Suspected drugs
- ☐ Other: _____

Describe the specific facts supporting the search:

3. ITEM(S) BELIEVED PRESENT

- ☐ Vape
- ☐ Drugs
- ☐ Alcohol
- ☐ Weapon
- ☐ Stolen property
- ☐ Medication
- ☐ Other: _____

4. SEARCH CONDUCTED

- ☐ Backpack/bag
- ☐ Purse
- ☐ Jacket
- ☐ Outer clothing
- ☐ Pockets
- ☐ Shoes
- ☐ Socks
- ☐ Desk
- ☐ Locker
- ☐ Vehicle (per district policy)
- ☐ Electronic device (per district policy)
- ☐ Other: _____

5. RESULTS

- ☐ Nothing found
- ☐ Prohibited item(s) found

Item(s) located: _____
_____Evidence secured? ☐ Yes ☐ No
Photographs taken? ☐ Yes ☐ No

6. FOLLOW-UP ACTIONS

- ☐ Parent notified Date/Time: _____
- ☐ Student conference
- ☐ Suspension
- ☐ Law enforcement notified
- ☐ Item confiscated
- ☐ Counseling/intervention
- ☐ Other: _____

7. LAW ENFORCEMENT (IF APPLICABLE)

Agency: _____ Officer: _____ DR#/Case Number: _____

8. ADMINISTRATOR CERTIFICATION

I certify this search was based upon reasonable suspicion, reasonably related to the suspected violation, and conducted in a manner no more intrusive than necessary.

Administrator Signature: _____ Date: _____

9. BEFORE CLOSING THIS INCIDENT

- ☐ Reasonable suspicion documented
- ☐ Parent notified (per district policy)
- ☐ Documentation uploaded to student discipline file
- ☐ Search areas documented
- ☐ Law enforcement documented (if applicable)
- ☐ Search form completed
- ☐ Evidence secured (if applicable)

