

School Law Enforcement/Federal Agent Visit

Documentation Form

(School-Based Administrator)

Immediately contact MCSDPD/Chief Arp at 706-587-0266 when persons purporting to be law enforcement agents come to school. Collect the following information.

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SCHOOL-BASED ADMINISTRATOR:		
School Name: Reporting School-based Administrator Name:		
Time:		
Law Enforcement Agent Information:		
Agency:		
Name:		
Badge Number:		
Reason for Visit (as stated by agent):		
Actions Taken by School-based Administrator:		
• Requested to see agent credentials:	Yes/No	
• Asked for purpose of visit and documentation:	Yes/No	
Signature:		
Name:		
Title		



School Law Enforcement/Federal Agent Visit

Documentation Form

(MCSD PD/District Legal Counsel)

(Continuation of School-Based Administrator Documentation Form)

School Name:	
Date:	
Time:	
• Valid Judicial Warrant or Order presented?	Yes/No
Agent Requests:	
 Access to student records: 	Yes/No
• Interviews with students:	Yes/No
• Access to specific areas of the school:	Yes/No
Detailed Account of Interaction:	
 Describe the interaction with the agent(s), incluprovided, and any requests made by the agent(s) 	• • •
Signature:	
Name:	
Title:	