



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.

SCHOOL-BASED ADMINISTRATOR: _____

School Name: _____

Reporting School-based Administrator Name: _____

Date: _____

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: _____



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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), including any questions asked, information provided, and any requests made by the agent(s).

Signature:

Name: _____

Title: _____