



# SAN JUAN ISLAND SCHOOL DISTRICT

## CPS/Law Enforcement Student Interview Documentation

(To be used when CPS/Law Enforcement requests to interview a student)

To minimize interruption to the instructional program, the district discourages interviews and interrogations of students on school premises. When the circumstances warrant an onsite interview/interrogation, staff will follow the protocols in policies and procedures 3226/3226P.

<i>Name of Student</i>	<i>Grade</i>	<i>Birthdate</i>
<i>Name(s) of CPS personnel</i>	<i>Name(s) &amp; agency of law enforcement personnel</i>	
<i>Name &amp; title of school representative completing this form</i>	<i>Date</i>	

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**Below must be completed and kept in a confidential building file.**

The school representative followed the procedure regarding consent before making the student available for an interview.

Copy of CPS/Police ID obtained (attach to this form).

CPS/law enforcement directed staff to notify parent prior to interview.  yes  no

If directed to notify parent, school representative immediately notified parent:  
 Date: \_\_\_\_\_ Time: \_\_\_\_\_ Spoke with: \_\_\_\_\_

If student was interviewed:  
 Student had a school representative present: Name of representative: \_\_\_\_\_.

Student declined the presence of a school representative.

Date of interview	Time interview began	Time interview ended
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Other relevant information: