



## CPS or Law Enforcement Student Interview Documentation

To be used when CPS/Law Enforcement requests to interview a student. Review Policy 3226P, "Procedure - Interviews and Interrogations of Students on School Premises."

Student Name: \_\_\_\_\_

Student's Birth Date: \_\_\_\_\_

Grade: \_\_\_\_\_

Name(s) of CPS personnel: \_\_\_\_\_

Name(s) of law enforcement personnel: \_\_\_\_\_

Name/title of school representative completing this form: \_\_\_\_\_

*Below must be completed and kept in confidential building file:*

School representative followed procedure regarding consent before making student available for an interview (review policy 3226P)

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:

Student had a school representative:                      Name of representative:

Student declined the presence of a school representative:

Date of interview:                      Location of interview:

Time interview began:                      Time interview ended:

Other relevant information: