

## **Seizure of Personal Property**

School Safety & Emergency Preparedness Coordinator Mat-Su Borough School District 501 N. Gulkana St. Palmer, AK 99645 P: (907) 761-4031 || C: (907) 373-5436 || F: (907) 761-4091

**Special Instructions:** In accordance with AR \_\_\_\_\_\_ and BP \_\_\_\_\_, some items are prohibited from being on School District property. If such items are found, they are to be locked away in a secure, locked location and the top half of this form is to be completed. A copy of the form must accompany each item into the locked location. The original form is to be submitted to the School Safety & Emergency Preparedness Coordinator. If the item is not claimed by the student's parent / guardian within 10 business days, it will be disposed of. When the item is released to the student's parent / guardian (or disposed of, if unclaimed within 10 business days), the bottom half of the form is to be completed. The completed form is then to be filed on-site at the school. Deadly weapons are immediately turned over to police custody.

## **Checking Items In:**

Staff Name	Date & Time				
Witness Name	School Name				
Student Name	Student ID #				
Parent/Guardian	Phone #				
Parent/Guardian contacted? 🗌 Yes 🗌 No 🛛 Date & Time	Contacted By				
Description of Incident					

Description of Item	Photo of Item

	Staff Signature	Date	Witness Signature	Date	
Checking Items Out:					
Item rece	eived by:				
Name			Date & Time		
Relationship to Student					