

Federal Immigration Enforcement Request Log

School site: _____

Person Receiving Request: _____ Title: _____

1. Requesting Officer Information

Officer name: _____ Badge #: _____

Agency: _____

Contact information: _____

2. Number of officers present: _____

3. Time, date and location of request: _____

4. Nature of the request:

☐ Request to enter school property☐ Request to access school facilities or buildings☐ Request to interview a student☐ Request to interview staff member☐ Request to locate a student☐ Request to obtain student records☐ Request to detain or take custody of an individual☐ Other (describe): _____

5. Source of Authority for the request

Authority cited by officer(s):

☐ Administrative Warrant☐ Administrative Subpoena☐ Judicial Warrant☐ Judicial Subpoena☐ Court Order☐ Other Authority (describe): _____Document Presented? ☐ Yes ☐ No

If yes, identify the document and any identifying numbers: _____

Copy obtained? ☐ Yes ☐ No6. Does the request require an immediate response? ☐ Yes ☐ No**Superintendent or Designee Review and Approval**

The superintendent or designee must review the request and approve any response to a law enforcement request related to immigration enforcement.

Review Conducted By:

☐ Superintendent☐ Superintendent's Designee

Name: _____

Title: _____

Date and Time of Review: _____

Response Authorized:

☐ Yes☐ No☐ Additional Legal Review Required☐ Pending Further Information**Witnesses Present**_____
Name_____
Title or Role_____
Contact Information_____
Name_____
Title or Role_____
Contact Information_____
Name_____
Title or Role_____
Contact Information**How the Encounter Concluded**☐ Access to school property granted☐ Referred to School Administrator☐ Access denied pending legal review☐ Officers left without further action☐ Referred to Superintendent or Designee☐ Other (describe): _____

Detailed summary of outcome:

Additional notes:

Follow-Up Actions

- ☐ Legal counsel notified
- ☐ Superintendent notified and copies, photographs, or other documentation transmitted to the superintendent or designee.
- ☐ Law enforcement documentation copied and retained

Completed By: _____ (print name)

Title: _____

Signature: _____

Date: _____

Time Completed: _____