



TITLE:
Student Interview or Custody Transfer
(Not Related to Child Abuse)*

Updated 3/2/2021

Officer: _____ Badge Number (if applicable): _____

Agency: _____ DR# (if applicable): _____

Position: _____ Division: _____

Student: _____ Date of Birth: _____

School: _____ Student Number: _____

Action by Officer/Agency (check all appropriate boxes)

- Interview Request:** On behalf of the agency, I request that the school administrator make this student available for interview. The agency assumes full responsibility for conducting the interview.

Officer's Signature _____ Date _____ Time _____

- Custody Transfer Request:** On behalf of the agency, I request that the school administrator transfer custody of this student to me for removal from school. The agency assumes full responsibility for the student while in custody.

Officer's Signature _____ Date _____ Time _____

- Parent/Guardian Notification:** I understand it is Mesa Public Schools' policy to make a reasonable effort to notify the parent or guardian before interviewing a student or taking a student into custody. By checking this box, I am indicating that because of the special circumstances of this investigation, I have directed the school to not contact the student's parent or guardian. My agency will notify the student's parent or guardian, as appropriate and in accordance with applicable law. **IF THIS BOX IS NOT CHECKED, THE SCHOOL WILL NOTIFY THE PARENT OR GUARDIAN.**

Officer's Signature _____ Date _____ Time _____

Action by School Administrator Regarding Parent/Guardian Notification (check only one box)

- Parent/guardian not notified as directed by law enforcement officer. (See policy JFG for information concerning the circumstances where notification is not required.)
- Parent/guardian notified on (date/time): _____
- Attempt(s) to notify parent/guardian made on (date/time): _____

School Administrator's Name

School Administrator's Signature

Date

Distribution: Place original form in school file and provide a copy to the officer/agency.

*This form may be used for: Interview requests and custody transfers by law enforcement officers, custody transfers by probation officers, custody transfers by DCS officials for student visits off campus with parents, etc. For interviews on campus that do not involve custody transfers, probation officers only need to show I.D. and sign in on the visitor's log.

For any interview or custody transfer related to a child abuse investigation, use form GBF-R-F.