

RECORDS OF STUDENTS REPORTED MISSING

- I. Whenever the missing children's information center informs the school that a child(ren) enrolled has/have been reported missing, the principal will:
 - A. Immediately inform all school personnel that the child(ren) has/have been reported missing;
 - B. Post a notice of the missing child(ren) report in the school office.
 - C. Gather all records pertaining to the child(ren) and maintain them in his/her office. File space housing those records shall be appropriately identified and each student folder shall be flagged in red.

- II. A. If a written request for information is received, district personnel will proceed as follows:
 - 1. Employee will notify the building principal immediately.
 - 2. The principal will immediately notify the local law enforcement authority and the missing children's information center as to the request.
 - 3. The principal will provide a copy of the written request to agencies noted and to the superintendent.
 - 4. The principal will retain the original written request unless otherwise requested by the missing children's information center.

- B. If a request for information is made in person, district personnel will proceed as follows:
 - 1. Employee accepting the request will immediately notify the building principal.
 - 2. Employee will note the physical description of the person making the request.
 - 3. The principal will immediately notify the missing children's information center and the superintendent as to the request.
 - 4. The principal will require the person making the request to complete a form which indicates: name, address, telephone number, social security number, relationship to missing child and name, address, birthdate of missing child.
 - 5. The principal will make and retain a copy of the driver's license of the person making the request.
 - 6. The principal will inform the person making the request that a copy of the records will be mailed to him/her; no records are to be transmitted at the time of the request.

7. The principal will retain the form(s) completed by the person making the request unless the missing children's information center requests otherwise. A copy of the forms will be forwarded to the superintendent.
8. The principal will seek the written approval of the missing children's information center prior to providing a copy of the school records or other information concerning a missing child, whether the request was oral or written.

adopted 10/17/88
reaffirmed 10/10/95