

Adopted: March 4, 1996

304.03 Missing Children

Implementing the Law on Locating Missing Children

Students initially enrolling in the Metropolitan School District of Mt. Vernon in any grade must provide the name and address of the school the student last attended, if any, and a certified copy of the student's birth certificate or other reliable proof of the student's date of birth. If the birth certificate or other proof of the student's date of birth is not provided to the school within thirty (30) days of the student's enrollment or if it appears inaccurate or fraudulent, the school principal or his or her designee shall notify the Indiana Clearinghouse for Information on Missing Children, 1-800-831-8953. Once satisfactory proof of age has been provided, it will be returned to the student or his or her parents. The school principal or his or her designee shall within fourteen (14) days of a student's enrollment request the student's records from the last school the student attended, if any.

If any law enforcement agency reports to a school that a present or former student is missing, the principal or his or her designee shall attach a notice to the student's school records stating that the child has been reported missing. This notice shall be removed whenever the school is notified that the child has been found or the child reaches eighteen (18) years of age.

The principal or his or her designee upon receiving a request for records from another school shall promptly send the records to the requesting school; however, if a notice has been attached to the records that the child has been reported missing, the principal or his or her designee shall immediately notify the Clearinghouse (1-800-831-8953) and may not send the records without prior authorization from the Clearinghouse. Whenever the principal or his or her designee receives a request for student records from any individual and a notice has been attached to the student's records that the child has been reported missing, the principal or his or her designee shall obtain the name, address, and telephone number of the person making the request and the reason the person is making the request, and the principal or his or her designee shall immediately notify the Clearinghouse (1-800-831-8953). If a request for the school records of a missing child is received, the principal or his or her designee may not issue a copy of those records without prior authorization from the Clearinghouse.

(Copies of this policy and guidelines will be presented to each student or person upon initially enrolling in the MSD of Mt. Vernon.)

304.03 Missing Children - OPERATIONAL PROCEDURES

- I. Upon enrollment the student must provide:
 - A. Name and address of school last attended.
 - B. Certified birth certificate.

- II. The school will promptly (no more than fourteen (14) days) request previous school records.
- III. If a certified birth certificate is not received within twenty (20) days of enrollment:
 - A. The school shall notify the parent that such proof is required by law. (This proof can be met by receipt of school records from the school last attended or a passport.)
 - B. If evidence is not received within thirty (30) days (or if it appears inaccurate or fraudulent):
 - 1. The school will notify the Indiana Clearinghouse for Information on Missing Children, 1-800-831-8953.
 - 2. The school will note this on the student's record along with any other directions from the Clearinghouse.
 - 3. After the school is satisfied that reliable proof of age has been presented, it should be described on the record, dated, and signed.
- IV. If notified by any law enforcement agency that a present or previous student has been reported missing:
 - A. Staple the following statement to the child's record:

Name of Child	Date
Today the above named child was reported missing by	
<div style="border-top: 1px solid black; width: 30%; margin: 0 auto;"></div> Signed/Principal or Designee	

- B. If the law enforcement agency reports the child has been found, the notice must be removed.
- C. The notice may be removed when the student reaches age eighteen (18).
- V. If any person or agency requests the records of a student whose records have a "missing" statement attached:
 - A. The school MUST immediately notify the Clearinghouse.
 - B. The school MAY NOT release the records to ANY person or agency without written authorization of the Clearinghouse.
 - C. The school MUST obtain the name, address and telephone number of the person/agency making the request.