

LOCATING MISSING CHILDREN

[ISBA Code: 4012]

Students initially enrolling in the Lafayette School Corporation 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), may not send the records without prior authorization from the Clearinghouse, and may not inform the requesting school of the notice.

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 (1-800-831-5953). 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 and may not inform the requesting person of the notice.

Legal Reference: I.C. 20-33-2-10  
I.C. 31-36-1-5

Board Adopted: August 8, 1994  
Board Revised: June 9, 2003;  
April 9, 2024