

Students

SUBJECT: IDENTIFICATION AND NOTIFICATION OF MISSING CHILDREN

A missing child is defined as any person under the age of eighteen (18) years missing from his/her normal and ordinary place of residence and whose whereabouts cannot be determined by a person responsible for the child's care and any child known to have been taken, enticed or concealed from the custody of his/her lawful guardian by a person who has no legal right to do so.

Admission/Enrollment of Students

When a student is first admitted or enrolled in school, the parent or guardian must submit proof of the student's age or show that such evidence cannot be produced. When such evidence cannot be produced, or when circumstances exist which reasonably indicate that such a student may be a missing child, the Superintendent or his/her designee shall report and make inquiry to the Statewide Central Register for Missing Children. If such a student appears to match a child registered with the Statewide Central Register for Missing Children, or one registered with the National Crime Information Center Register, the Superintendent or his/her designee shall immediately contact the local law enforcement authority.

No civil or criminal liability shall arise or attach to the School District or any employee of the School District for any act or omission to act which occurs as a result of, or in connection with, these authorized duties or activities.

Flagging of Student Records

Upon notification by the Division of Criminal Justice Services that a child has been listed as a missing child, every school in the District in which the child is currently or was previously enrolled shall flag the school records of the student in such a manner that whenever a copy of or information concerning the school records is requested, the person authorized to issue such records shall be alerted to the fact that the student has been reported as a missing child. The school shall immediately report to the local law enforcement authority and the Division of Criminal Justice Services any request concerning flagged school records or knowledge as to the whereabouts of any missing child. Upon notification by the Division of Criminal Justice Services that a reported missing child has been recovered, the school shall remove the flag from the student's school records.

Additionally, upon notification by the Division of Criminal Justice Services that a child who may be listed as a missing child is currently enrolled in and believed to be attending a District School, such school shall immediately notify the Division of Criminal Justice Services.

Education Law Sections 3212 and 3222
Executive Law Section 837-e

Adopted: 5/9/06