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The following general procedures are employed by the Lincoln Public Schools in order to implement the regulations set forth in the General Laws of Rhode Island, 42-28. 8-7 and 42-28 8-7 (c) and (d).

1. Procedure for dealing with written requests for information on missing persons.
 - School personnel receiving the request shall immediately notify his/her supervisor;
 - The supervisor shall immediately notify the local law enforcement, Rhode Island State Police or the Missing Children's Center as to the request;
 - The supervisor shall provide a copy of the written request;
 - The school district shall provide a copy of the written request unless otherwise requested by the Missing Children's Information Center (General Laws of Rhode Island, 42-28. 8-7 (d)).

2. Procedure for dealing with persons requesting information in person on missing persons.
 - School personnel accepting the request shall immediately notify his/her supervisor;
 - School personnel shall note the physical description of the person making the request;
 - School personnel shall immediately notify the Missing Children's Information Center as to the request and information obtained;
 - School personnel shall require the person making the request to complete a form which indicates: name, address, telephone number, social security number, relationship to missing person, and name, address, and birth date of missing child.
 - School personnel shall make and retain a copy of the driver's license, if available, of the person making the request;
 - School personnel shall inform the person making the request that a copy of the records will be mailed to him/her;
 - School personnel shall retain the form completed by the person making the request unless the Missing Children's Information Center requests otherwise (General Laws of Rhode Island, 42-28. 8-7 (c)).

3. Procedure for flagging and releasing the record or other information on any person reported as missing.

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- School personnel shall seek written or electronic approval of the Missing Children's Information Center prior to providing a copy of the school records or other information concerning a missing person.
- Upon written or electronic approval of the Missing Children's Information Center, a copy of records or other information may be sent to the person requesting such. Such information will be sent within thirty (30) days of receipt of approval of the Missing Children's Information Center.
- Any record or other information that has been copied and sent to any person or agency will be flagged and appropriately noted. Such notation will remain unless the Missing Children's Information Center requests otherwise.

New Policy Adopted: Monday, April 13, 1987
Revised Policy First Reading: October 18, 2022
Revised Policy Second Reading: November 14, 2022
Revised Policy Adopted: November 14, 2022

TOWN OF LINCOLN SCHOOL COMMITTEE, Lincoln, Rhode Island

**REQUEST FOR INFORMATION
ON MISSING PERSON(S)**

Person Requesting Information:

Name: _____

Address: _____

Telephone Number: _____ Social Security #: _____

Relationship to Missing Person: _____

Missing Person: _____

Address: _____

Date of Birth: _____