

MISSING CHILDREN REGULATION

I. Responsibility

The law specifically provides for school administrators to inquire of the "Registry" when a child is enrolled and the person in parental relation does not submit evidence of the child's age or prove that the evidence cannot be produced.

II. Procedure

<u>RESPONSIBLE PARTY</u>	<u>ACTION</u>
1. Elementary - Principal Secondary - Guidance Counselor	1. Determine that evidence of age or education records cannot be produced upon a child's enrollment, which indicates a reasonable possibility that the child under consideration may be a missing child.
2. Elementary - Principal Secondary - Guidance Counselor	2. Register the child for school accordingly.
3. Elementary - Principal Secondary - Guidance Counselor	3. Assemble information necessary to make an inquiry. This information should include, but not necessarily be limited to:

Requestor Data: School Name, School Address, Name and Title of Caller, Telephone Number, Name of School District Superintendent and Reason for Request.

Subject Data: Full name, sex, date of birth, racial appearance, height, weight, color eyes, color hair, address, place of birth, name of parents/guardian, and if available, social security number and other personal identification data. (Use attached form)

4. Elementary - Principal Secondary - Principal (Counselor to provide packet of information to Principal prior to his/her telephone call.)	4. Call the Division of Criminal Justice Services at 1-800-FINDKID (1-800-346-3543) and supply the necessary information.
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If possible identification is supplied by Division of Criminal Justice Services, immediately contact local law enforcement agency for follow-up investigation.

III. Flagging Student Records

The District shall cooperate with the Division of Criminal Justice Services to determine whether any child who has been identified as missing is currently or has been enrolled in one or more of the district's schools. If so, the student's records shall be prominently flagged and identified so that personnel can readily ascertain that it is the record of a missing child. District personnel shall promptly report to the Division of Criminal Justice Services and local law enforcement any request

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concerning such flagged records or knowledge as to the whereabouts of any missing child. Only after notification by the Division of Criminal Justice Services that the child has been recovered may the school remove the flag from the student's records.

Cross-ref: 5500, Student Records

Ref: Education Law §§3212; 3222
Executive Law §837-e

Note: Prior regulation, Administrative Responsibilities for Contacting the Statewide Registry for Missing Children, 5124(a), (b) revised

September 28, 1987
January 26, 1998