

## **REPORTED MISSING STUDENT POLICY**

(From the Student Right to Know and Campus Security Act, pgs 13-14)

In accordance with federal legislation the College follows this policy in cases when a resident student is reported missing to the King's College Campus Safety and Security Department.

When a person notifies the department of Campus Safety and Security that a resident student is missing, a report is completed by an officer. That report must include the last time the student was seen and the name of the person making the report.

The College is required by law to notify the parent or guardian of any student who is under the age of 18 years old and is not legal emancipated.

Students who are over the age of 18 or emancipated may file with the College a written notification of a confidential contact to be notified if the student is reported missing. The confidential contact information must be filed in writing at the Associate Vice President for Student affairs and Dean of Students Office located in Rev. John Lane, C.S.C., House. Unless confidential contact information is filed in writing the parent or guardian listed on the student's records will be contacted. If a confidential contact form has been filed it will be in the student file.

When a report has been filed with Campus Safety and Security the Executive Director of Campus Safety and Security will be notified. The security department will continue the investigation and take appropriate measures to locate the student.