

Policy On Reported Missing Student Form

In accordance with federal legislation, the College follows this policy in cases when a 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 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. Once the student is missing twenty-four hours, the Department of Campus Safety and Security will notify the student's parents/guardians or confidential contact that a report has been received and notify the local police authority.

The College is required by law to notify the parents or guardians of any student who is under the age of 18 years old and is not legally emancipated.

Students who are over 18 years old or are 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.

Only one non-parent or guardian will be kept on file. Do not submit more than one person.

When a report has been filed with Campus Safety and Security, the Executive Director or Assistant Director of Campus Safety and Security will be notified.

Once Campus Safety and Security has determined that the student has been missing for twenty-four hours, the Director will:

1. Notify appropriate campus officials
2. Notify the parents/guardians or confidential contact (if filed by a student who is at least 18 years of age) that the student is reported missing for twenty-four hours
3. Notify the local police authority if the student is missing more than twenty-four hours

I choose to have a confidential contact that is other than my parents or guardians notified in case I am reported missing to the Department of Campus Safety and Security **and in that situation my parents or guardian will not be notified by the College.** To alter this information, I must do so in writing and provide it to the Associate Vice President for Student Affairs and Dean of Students office.

Confidential Contact Name: _____

Student's Relationship to Contact Person: _____

Telephone Number: _____ Cell Phone Number: _____

Email Address: _____

Print Student's Name: _____

Student's College Identification Number, if known: _____

Student's Home Address: _____

I understand by filing this form my parents or guardians will not be notified by the College if I am reported missing. This form is invalid if returned with my parents or guardians name and contact information.

Student Signature: _____ Date: _____

(The student's signature is required to be valid.)

Return to the:

Associate Vice President for Student Affairs and Dean of Students Office
King's College
Rev. John Lane, C.S.C., House
133 North River Street
Wilkes-Barre, PA 18711

Fax: 570-208-6023

Scan and email to: studentaffairs@kings.edu