

**Tracking Missing Children**

Ohio law requires the School to assist in finding missing children. When the School is notified by a law enforcement agency that a missing child report has been filed and the missing child report regards a student who is currently or was previously enrolled in the School, the person in charge of admission at the School shall mark that student's records. Marks should be made according to Form No. 3833.1, Missing Child Report "Marking" Form. The mark shall be made so as to alert any school official that is responding to a records request that the school records belong to a missing child.

Upon receiving any request for a copy of or request for information regarding a student's records that have been marked, the person in charge of admission immediately shall report the request to the law enforcement agency that notified the School that the student is a missing child. When forwarding information from the student's records in response to a request, the person in charge of admission shall forward such information in such a way that the receiving district or school would be unable to discern that the student's records are marked. The school official, however, shall retain the mark in the student's records until the School is notified that the student is no longer a missing child.

When the law enforcement agency notifies the School that a student is no longer a missing child, the person in charge of admission shall remove the mark from the student's records, and destroy the mark securely.

*Ohio:* R.C. 3313.672.

*Cross Reference:* Policy 1741, Public Records Access Policy; Policy 1742, Internet Public Record Redaction Policy; Policy 1743, Retention, Management, and Disposal of Records; Policy 3831, Student Records and Release of Information; Policy 3832, Confidential and Public Records; Policy 5810, Personnel Records File.

**Missing Child Report “Marking” Form**

This child has been reported missing by a law enforcement agency. This form must be attached to the child’s records. Please read and complete this entire form before completing any records request.

Name of Child: \_\_\_\_\_  
 Date : \_\_\_\_\_  
 Law Enforcement Agency: \_\_\_\_\_  
 Law Enforcement Agency Contact Information: \_\_\_\_\_

Requests for Information – PLEASE READ

**Upon any request for this child’s records, the School is required to report the information to the law enforcement agency identified above. This form and any information pertaining to the child’s missing status shall not be sent with the child’s file. This form shall, however, be retained in the child’s file.**

Please Complete for each request of the child’s file

Requesting Party	Date of Request	Date/Method Was Law Enforcement Notified	Confirm this Form was excluded from file to Requestor	School Official Signature

Upon being informed by a law enforcement agency that the student is not missing, this form must be removed from the child’s file and destroyed securely. Please sign upon receiving information that the child is no longer missing.

Notification Date: \_\_\_\_\_ Law Enforcement Agency: \_\_\_\_\_