

THE SCHOOL DISTRICT
OF PHILADELPHIA

SECTION: PUPILS

TITLE: MISSING CHILD
REGISTRATION

ADOPTED: December 21, 2011

REVISED:

216.2. MISSING CHILD REGISTRATION	
<p>1. Purpose 35 P.S. Sec. 450.401-A et seq</p>	<p>The School Reform Commission recognizes that state law requires the district to assist in locating missing children and adopts this policy to direct school personnel to comply with applicable law and regulations regarding school records for missing children.</p>
<p>2. Definitions 35 P.S. Sec. 450.401-A</p>	<p>Division - the Division of Vital Records of the Department of Health.</p> <p>Law enforcement agency - state or local police force responsible for investigating missing children reports where the child was reported lost, abducted, missing or runaway.</p> <p>Missing child - an individual under eighteen (18) years of age who is reported abducted, lost, missing or runaway.</p> <p>School district - the last known school which the missing child attended.</p>
<p>3. Delegation of Responsibility</p> <p>Pol. 204</p>	<p>The Superintendent or designee shall develop administrative procedures to ensure that the district complies with the requirements of law and SRC policy.</p> <p>A district employee receiving a report of a missing child shall ensure that the appropriate building principal and district office responsible for child accounting are notified.</p>
<p>4. Guidelines 35 P.S. Sec. 450.403-A</p> <p>35 P.S. Sec. 450.404-A</p>	<p>A missing child notation shall be placed on school records of a student reported as missing to school officials by a law enforcement agency.</p> <p>In the event a request is made for the school record of a missing child, no information in the record shall be released to the requester by any school personnel without first contacting the appropriate law enforcement agency.</p>

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<p>35 P.S. Sec. 450.404-A</p>	<p>School personnel shall make every attempt to obtain information to identify the individual making the verbal request for records and report that information to the law enforcement agency.</p>
<p>Pol. 216</p>	<p>Only after having received authorization in writing from the law enforcement agency to release records, the building principal may release student records on missing children in accordance with SRC policy.</p>
	<p>This policy covers all records maintained by any school department on a missing child.</p>
	<p>No verbal release of records is permitted on a reported missing child.</p>
<p>35 P.S. Sec. 450.403-A</p>	<p>If the school district is notified by the appropriate law enforcement agency that a missing child has been recovered, school personnel shall remove the missing child notation from the student's records.</p>
	<p>References:</p>
	<p>Missing Children Registration – 35 P.S. Sec. 450.401-A et seq.</p>
	<p>School Reform Commission Policy – 204, 216</p>