

**MISSING STUDENT REPORTING FORM**

**Who should complete this form:** Any classified or support staff member directly responsible for a student’s supervision including, but not limited to, bus drivers, paraprofessionals, coaches, and after-school care providers employed by the District.

**When to complete this form:** As soon as possible 24 hours after you knew or had reason to believe that a student under 13 is missing. As soon as possible 48 hours after you knew or had reason to believe that a student ages 13 to 17 is missing. If you are uncertain of the student’s age, complete this form within a reasonable timeframe 24 hours after you knew or had reason to believe that a student is missing.

**Where to submit the form:** To your building principal or his/her designee

**Instructions:** Be as specific as possible when completing the following questions.

Your name and title: \_\_\_\_\_

Today’s date: \_\_\_\_\_

List the date and approximate time that you last saw the student:  
\_\_\_\_\_ (month, day, year) \_\_\_\_\_ (a.m. or p.m.)

Where did you last see the student?  
\_\_\_\_\_  
\_\_\_\_\_

Was the student with anyone when you last saw him/her?  Yes  No  
If yes, who?  
\_\_\_\_\_  
\_\_\_\_\_

Did the student make any statements or exhibit any behavior that you thought was unusual or that led you to believe the student might run away or go missing?  
 Yes  No

If yes, explain:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any additional information related to this report that you think might be important for school administration or law enforcement to know.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THIS SECTION IS TO BE COMPLETED BY THE BUILDING PRINCIPAL/DESIGNEE**

Date and time this form was received:

\_\_\_\_\_

Name of individual receiving the form:

\_\_\_\_\_

Missing student's date of birth: \_\_\_\_\_

What method did you use to attempt to verify the student's whereabouts?

Phoned parent/guardian at (list phone number(s)):

\_\_\_\_\_

Emailed parent/guardian at (list email address):

\_\_\_\_\_

Went to the student's home (list address):

\_\_\_\_\_

Other (explain):

\_\_\_\_\_

Were you able to verify the student's whereabouts?  Yes

No

If yes, explain:

\_\_\_\_\_

\_\_\_\_\_

If no, document date and time of last attempt to verify whereabouts and assist reporting employee with filing a law enforcement report:

Date and time of last attempt to verify whereabouts: \_\_\_\_\_

Date and time law enforcement contacted: \_\_\_\_\_

**New Town Public School District #1 ..... Exhibit FC-E**

**November 12, 2013**