

**From:** Conner, Dede - KDE Division Director  
**Sent:** Friday, August 14, 2026 8:54 AM  
**To:** All State KSIS Contacts  
**Subject:** KSIS Notification: Missing Children Annual Review

KSIS Point of Contact

FYI - the information below was shared with district safe school administrators earlier today.

**From:** Spalding, Windy - Office of Continuous Improvement and Support  
**Sent:** Friday, August 14, 2026 8:33 AM  
**To:** Spalding, Windy - Office of Continuous Improvement and Support  
**Subject:** Missing Children Annual Review  
**Importance:** High

District Safe Schools Administrator,  
This email is the annual reminder of the missing children process review.

A missing student's educational records in Infinite Campus (IC) will be automatically flagged when the Kentucky State Police (KSP) notifies the Kentucky Department of Education (KDE). It is imperative that principals ensure all appropriate school and district personnel are aware of the situation and that they comply with the stipulations of the statutes. They must immediately report to local law enforcement or the Kentucky State Police if any of the following occurs: someone in the school knows of the student's whereabouts; the identified student is currently present at the school; or an individual or a school requests the student's records.

A student records transfer request cannot be processed if the student is actively missing, and staff should not manually alter the flag in IC. IC will automatically end-date the flag when KDE receives notification from KSP that a missing student is located.

Schools **must** ensure that the principal email address is kept current in IC to ensure missing children notifications from KDE are directed to the appropriate personnel. Additionally, a process alert will be sent to all members of the *Missing Child User Group* with calendar rights to the school(s) of the missing student. Schools and districts can reference KDE's [Missing Child Process and Procedures](#) to prepare and maintain these roles. Additional information and resources can be found on KDE's [Missing Children website](#).

Questions regarding the missing child process can be directed to [Blake Konny](#), Program Consultant, or [Windy Spalding](#), Data Manager.

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