Missing Children Frequently Asked Questions

How is a child reported as missing?

Someone (it can be anyone – parent, other family member, school staff, social worker, etc.) reports a child as missing to a law enforcement officer. The law enforcement officer then completes a Missing Person Report.

What happens when a child is reported as missing?

The law enforcement officer reports the child as missing into the National Crime Information Center (NCIC) database by completing a Missing Person Report. The child's name, social security number, birthdate, last known school in which they are enrolled, and any other pertinent information regarding the person are included in this report. From the NCIC database, the Kentucky State Police (KSP) sends the Kentucky Department of Education (KDE) a daily file of all school-age children reported as missing or found within the last 24 hours in the state of Kentucky. This file is then batched into Infinite Campus (IC) which then matches the student demographics in the KSP file to records within Infinite Campus.

In order to comply with KRS 156.495 and KRS 158.032, IC will automatically generate a missing child flag on the student record when the student is reported as missing. When the student is located, the flag will be automatically end dated and removed from the student record. If a student is reported missing and then subsequently reported found within 24 hours, the system will only generate a Missing Children Notification of Cancellation to the school. The initial Missing Children Notification will not be sent. The system will automatically create a missing child flag with a start date and end date with the date the file was received.

Based on the student's enrollments (current, one year prior and future) the principals of the schools will receive an email notification from KTS Agent. Any staff designated in the Missing Children User Group will receive notification via the process inbox of IC. The notification is also copied to Kentucky State Police.

What should a school or district do when they receive a Missing Children Notification?

When principals receive Missing Children Notifications from KDE, s/he shall immediately report to local law enforcement or KSP 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.

If any of the above occurs, who at Kentucky State Police should be contacted?

Missing Person Unit at (502) 564-1020

Is notification or flagging of a student's record with Missing Persons a violation ofFERPA?

[The Family Educational Rights and Privacy Act (FERPA)](#) is a Federal law that protects the privacy of student education records. However, FERPA is not intended to be an obstacle in addressing emergencies and protecting the safety of students. Missing children and runaways should be considered as an emergency. Reference the guidance on [FERPA](#) and the disclosure of student information in an emergency or disaster for additional information.

What should be done if the principal of the school has changed?

Districts must update the principal name and email address within IC via System Administration | Resources | School detail. Reference [Missing Child Process and Procedure](#) document.

What should a school or district do when they receive a Missing Children Notification of Cancellation?

When a school or district receives a Missing Children Notification of Cancellation, the system will automatically end date the active missing children flag on the student record in IC. It is advised that a school navigate to the students record via Student Information | General | Flag tab to confirm.

Why does a school sometimes only receive a Missing Children Notification of Cancellation without an initial Missing Children Notification?

If a student is reported missing and then subsequently reported found within 24 hours, the system will only generate a Missing Children Notification of Cancellation to the school. The initial Missing Children Notification will not be sent. The system will create a missing child flag with a start date and end date as of the date the file was received.

Should a missing child's enrollment be ended at the school in Infinite Campus?

When a district receives a Missing Children Notification, a district should not automatically withdraw the student as a W24 or any other withdrawal code. The missing persons can be used as a trigger to begin monitoring the student records and for flagging the student records. Districts should use the same procedure they do with any other child before using aW24, such as, so many days of absences, etc.

Resources

- KDE's Missing Children [website](#)
- [Missing Children Process and Procedures](#) document
- National Crime Information Center [website](#)