

- ✓ Contact your local law-enforcement agency and School Police Department as soon as you have determined a child is missing or has been abducted. When reporting, obtain a report number from School Police for record-keeping purposes. Do not delay in reporting a child missing to law enforcement. Report immediately!
- ✓ Provide law enforcement with the date, time, and location where the child was last seen, if known.
- ✓ Provide law enforcement with all identifying information about the child.
- ✓ Any employee who recognizes a child who has been reported missing through a DOJ notice, an Amber Alert, or other means shall immediately notify law enforcement using the hotline telephone number listed on the notice or Amber Alert.
- ✓ In the event that an employee witnesses a child abduction, he/she shall immediately contact law enforcement and provide the agency with information on the location of the abduction and a description of the victim, the suspect, and any vehicle involved. He/she shall also notify the Superintendent, School Principal who shall implement steps, as needed, to ensure the safety of other students.

When notification is received of a missing child, school staff should take the following actions:  
**(Mediscan/Direct Ed staff may be asked to participate in these duties)**

1. Ensure the student attended all classes.
2. Make a public address announcement requesting the child come to the main office.
3. Inquire with the afterschool program coordinator if child is in attendance.
4. Contact known friends for information regarding the whereabouts of the missing child.
5. Provide the parent/guardian a school telephone contact number or the telephone number to the School Police Watch Commander so that they can update the status of the missing child.
6. Contact Transportation Services, if applicable.
7. Complete an iSTAR or incident report.
8. Notify the Educational Service Center Operations Coordinator.
9. Call the National Center for Missing & Exploited Children at 1-800-THE-LOST (1-800-843-5678):  
This service is available 24/7.

If you have additional questions about reporting a missing child or the procedures at the school you are assigned, please ask the school principal or local law enforcement directly.

I acknowledge that I have received, read, understood, and accepted the reporting requirements as outlined above and will follow the requirements, if necessary, per CA Education Code 49370.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_