

 TUCSON UNIFIED SCHOOL DISTRICT GOVERNING BOARD POLICY	POLICY TITLE: Missing Students
	POLICY CODE: JLH

Definitions for purposes of this policy:

1. *Flag* means to mark or identify as pertaining to a missing child, or an indication identifying an item as pertaining to a missing child.
2. *Missing child* means a person who is under the age of eighteen (18) years, whose temporary or permanent residence is in this state or is believed to be in this state, whose location has not been determined, and who has been reported as missing to a law enforcement agency.

Procedure:

Following proper notification, the records of each missing child will be flagged with a red sticker in the upper-right-hand corner of the cumulative folder. When records are requested for missing children, the local law enforcement agency will be notified and no records will be sent.

Disclosure

Nothing contained in this policy shall authorize the school to disclose to any person a student's educational record without prior parental consent unless the school makes a determination that disclosure of such records is necessary to protect the health and safety of the student.

Within five (5) days after enrolling a transfer student from a public school or from a private school, the school will request, directly from the previous school, a certified copy of the student's record. When records are requested by another school, within ten (10) days the school will comply with the request unless the record has been flagged pursuant to A.R.S. [15-829](#) or the request does not conform to the requirements related to proper release of records by an emancipated student or a parent or guardian.

ADOPTED: May 24, 2022

LEGAL REF.:

- A.R.S. §§
- [13-3620](#) Duty to report abuse;
- [15-824](#) Admission of pupils of other school districts;
- [15-828](#) Birth certificate; school record; exception
- [15-829](#) Missing child; notification of school; flagging records; definitions

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CROSS REF.:

[JF](#) - Student Admissions

[JR](#) - Student Records