

International Academy of Columbus

Missing Children Policy

A student, at the time of his/her initial entry into school shall present to the Enrollment Specialist any records given to him/her by the most recently attended school and a certification of birth issued pursuant to Section 3705.05 of the Ohio Revised Code or a comparable certificate or certification issued pursuant to the statutes of another state, territory, possession or nation.

Within forty eight (48) hours of the student's entry into the school, the Enrollment Specialist shall request the student's official records from the secondary school she/he most recently attended. If the school the student claims to have most recently attended indicates that it has no records of the student's attendance or the records are not received within fourteen (14) days of the date of request or the student does not present a certification of birth or comparable certificate or certification from another state, territory, possession or nation, the Director shall notify the law enforcement agency having jurisdiction in the area where the student resides of the fact that the student may be a missing child as this term is defined in Section 2901.30 of the Ohio Revised Code.

The Director will immediately give notice of the fact of a missing child to the Ohio Attorney General's Ohio Missing Children Clearinghouse, 30 East Broad Street, 16th Floor, Columbus, Ohio 43215-3428, phone 1-800-325-5604.

The Director will also assist parents in the case of a missing student by coordinating with the Missing Children's Clearinghouse.

The Director and Social Worker of the Academy will provide informational programs for students, parents and community members relative to missing children issues. Materials shall be available in the Academy including information regarding the fingerprinting program.

Adopted 2/27/2014

Guidance on School Requirements for Missing Children

2901.30 Missing child report.

(D) Upon the filing of a missing child report, the law enforcement agency involved may notify the public or nonpublic school in which the missing child is or was most recently enrolled, as ascertained by the agency, that the child is the subject of a missing child report and that the child's school records are to be marked in accordance with section [3313.672](#) of the Revised Code.

3313.672 Presenting school records, custody order if applicable and certification of birth by new pupil.

(D) Whenever a public or nonpublic school is notified by a law enforcement agency pursuant to division (D) of section [2901.30](#) of the Revised Code that a missing child report has been filed regarding a pupil who is currently or was previously enrolled in the school, the person in charge of admission at the school shall mark that pupil's records in such a manner that whenever a copy of or information regarding the records is requested, any school official responding to the request is alerted to the fact that the records are those of a missing child. Upon any request for a copy of or information regarding a pupil's records that have been so marked, the person in charge of admission immediately shall report the request to the law enforcement agency that notified the school that the pupil is a missing child. When forwarding a copy of or information from the pupil's records in response to a request, the person in charge of admission shall do so in such a way that the receiving district or school would be unable to discern that the pupil's records are marked pursuant to this division but shall retain the mark in the pupil's records until notified that the pupil is no longer a missing child. Upon notification by a law enforcement agency that a pupil is no longer a missing child, the person in charge of admission shall remove the mark from the pupil's records in such a way that if the records were forwarded to another district or school, the