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**Kern Community College District  
Administrative Procedures  
Chapter 3 – General Institution**

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**AP 3503 Missing Student Notification**

**Reference:**

Title 34 Code of Federal Regulations Part 668.46 subdivision (h)

If a member of the campus community has reason to believe that a student who resides on-campus housing is missing, he/she/they should immediately notify local law enforcement and District Student Services Office. Local law enforcement will generate a missing person report and initiate an investigation.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the District in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the District will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so HOW? A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of an investigation.

After investigating a missing person report, should the District determine that the student has been missing for 24 hours, the District will notify local law enforcement unless local law enforcement was the agency that determined the student was missing, and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the District will notify the student's parent or legal guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

**Commented [GH1]:** Jessica Kawelmacher is adding this topic to the A&R Directors meeting agenda as there is not a process in place at the moment.