

# SCHOOL-COMMUNITY RELATIONS

File: KNB-R

## REPORTS OF MISSING CHILDREN

1. The Charlottesville City School Division shall receive reports of the disappearance of any child living within Charlottesville City from state or local law enforcement pursuant to Va. Code § 52-31.1.
2. Upon notification by a state or local law-enforcement agency of a child's disappearance, the principal of the school in which the child was enrolled at the time of the disappearance shall indicate, by mark, in the child's cumulative record that the child has been reported as missing.
3. Upon notification by law enforcement that the child is located, the principal shall remove the mark from the record.
4. If a request is received from any school or person for copies of the cumulative records and birth certificate of any child who has been reported by a state or local law-enforcement agency to be missing, the principal of school being requested to transfer the records shall immediately notify the law-enforcement agency that provided the report to the school of the child's disappearance. The principal shall provide the location of the school or person requesting the cumulative records and birth certificate, without alerting the requestor of such report.
5. For the purposes of this regulation, a "mark" means an electronic or other indicator that (i) is readily apparent on the student's record and (ii) will immediately alert any school personnel that the record is that of a missing child.

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Legal References.: Code of Virginia, 1950, as amended, §§ 22.1-288.1; 52-31.1.