

(School District)
Missing Student Worksheet

Date: _____

Time: _____

- 1) Missing Student's:
a) Name: _____ Grade: _____
b) School: _____ Teacher: _____
c) Address: _____

2) Name of the person looking for the student: _____

3) Telephone number(s) of person calling: _____

4) Relationship of the person looking for the student: _____

5) Who is the custodial parent or guardian of the student? _____

Are There Any Custody Issues? _____

6) Where was the student supposed to go after school, and on what bus, if applicable?

7) Where does the student normally go after school, and on what bus if applicable?

8) Does the child attend any after school activities; scouts, good news, religion classes etc?

9) Contact – Affected School Administrator & Secretary – Office and/or cell phones.
Did the child leave early, or get picked up after school? _____

Steps to take:

- A) Call to specific bus student was to be on (if applicable), have driver check.
- B) Call to specific bus student normally rides (if applicable).
- C) All call to buses yet on the road.
- D) Search Building & Grounds

10) Contact the teacher, either in room or at home: Find out what the teacher remembers as to where the student was to go after school, leaving early - being picked up? Ask if there are any other children in the class the student may have gone home with?

11) What was student wearing? _____

12) With Administrator Approval – **Contact Central Dispatch Non-emergency (Phone Number)**.
Ask for a Police Officer to contact you, give your extension number. Time Contacted _____

13) With Administrator approval - make contacts with the children provided by the teacher

14) Time issue is resolved _____ Advise all previously contacted of resolution.