

Missing Student Notification Policy

Andrew College students living in residential housing have the option to register a “confidential contact person” to be notified no later than twenty-four (24) hours after the time the College determines the student is missing. The confidential contact may be a person designated by the student in addition to the emergency contact listed on the Andrew College Health Information Sheet. Only authorized college officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

Missing student reports will be immediately referred to the Andrew College Police Department and local law enforcement whether or not a confidential contact person has not been registered. Andrew College is required to notify the custodial parent no later than twenty-four (24) hours after the time the student is determined to be missing if the student is under the age of eighteen (18) and is not emancipated. **If an individual believes a student has been missing for 24 hours, the Director of Residence Life, Dean of Student Affairs, and Andrew College Police Chief should be immediately notified.**

Notification is also provided in the “Annual Crime Report” that provides information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Security Crime Statistics Act. A link to the report is published on the Andrew College website at www.andrewcollege.edu and in the *Andrew College Student Handbook*. A student may register confidential contact information during the first two weeks of each semester by filing a form provided by the Office of Student Affairs. Each student who files a confidential contact registration form is solely responsible for the accuracy of the contact phone number and for update of information should the confidential contact person and/or number change. A student may update information by filing a new form with the Office of Student Affairs. Andrew College will notify the Andrew College Police Department and appropriate law enforcement agencies no later than 24 hours after the time the student is determined to be missing. However, this requirement does not preclude implementing these procedures in less than 24 hours if circumstances warrant a faster implementation.

I have read and understand the Andrew College Missing Student Notification Policy. I submit the name listed below as my official confidential contact person to be notified in the case that I am determined to be missing.

Print Student's Name

Print Student's Email Address

Student's Signature

Student's Cell Phone Number

Confidential Contact Person's Name

Telephone Number

Date