

## MISSING STUDENT INFORMATION

### *Registering Confidential Contact*

Any student may identify a confidential contact to be notified not more than 24 hours after the student is determined missing. Students may register this confidential contact by completing a form available during registration or by contacting the Director of Student Services in the Student Development Suite in Pelfrey Hall.

### *Emergency Contact Procedures*

Missing persons should be reported to campus Student Development personnel (Residence Directors, Student Life Coordinator, Campus Security Coordinator, Director of Student Services, Deans, or the Vice President of Student Development). The missing person report will be immediately referred to the Vice President of Student Development, Director of Student Services, or the Campus Security Coordinator. Once a missing persons report has been filed with Student Development personnel, the following emergency contact procedures will be initiated no later than 24 hours after a student is determined missing:

- The Director of Student Services, Vice President of Student Development, or Campus Security Coordinator will notify law enforcement, the student's confidential contact, and the Student Development Committee.
- If a student is under 18 years of age and not emancipated, the missing student's custodial parent or guardian will be notified by the Vice President of Student Development or his/her designee no later than 24 hours after the student is determined missing. The Director of Student Services will notify other campus offices and personnel having a need to know

A review of Central's Student Development policies and procedures may be found in the [Student Handbook](#). Please contact Lucas Reynolds, Associate Director of Student Development, for more information.