

Missing Students Policy Wake Forest University

The purpose of this policy is to establish procedures for the University's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008 ("the Act"). In accordance with the requirements of the Act, students will be notified annually of this policy and the procedures for designating missing student contact information.

Under the provisions of this policy, a student may identify up to two individuals whom the University will contact in the event that University Police determines the student is missing. This policy applies only to students who reside in on-campus housing.

Missing student contact information is separate and distinct from emergency contact information. Missing student contact information will be kept confidential, and will only be accessed by University Police and authorized University officials in the event a student is determined to be missing by University Police and used in furtherance of an investigation.

- I. Procedures for designation of missing student contact information
 - a. Students may, at any time, designate up to two individuals who will be contacted by the University no more than 24 hours after University Police has determined the student is missing. Students may securely register this contact information through the Wake Information Network (WIN). This designation will remain in effect until changed or revoked by the student, and the student remains responsible for the accuracy of the information provided.
 - b. In addition to notifying the designated missing person contact(s), if a student is under age 18 and not emancipated, Wake Forest is also required to contact the student's custodial parent or legal guardian.

- II. Procedures for missing student notification
 - a. Any individual who has information that a student who resides in on-campus housing (a "residential student") may be missing should notify Wake Forest University Police as soon as possible by calling 336-758-5911 or 911 from a campus phone. In the event any University employee receives information regarding a missing student, the employee should immediately report the information to University Police.
 - b. Wake Forest University Police will gather all essential information about the residential student from the reporting person, from the student's acquaintances, and from other appropriate sources. Appropriate University

employees and other individuals may be notified to aid in the search for the student.

- c. No later than 24 hours after University Police determines the student is missing, University Police will contact the missing student's designated contact(s). For students under the age of 18 who are not emancipated, the Dean of Student Services (or designee) will also contact the student's custodial parent or legal guardian. The University reserves the right to notify additional individuals, including the parents or guardians of students age 18 and over, if a student is determined to be missing.
- d. Within 24 hours after the student is determined to be missing, and regardless of whether a student has designated a missing person contact, the University Police will also notify the Winston-Salem Police Department, unless the Winston-Salem Police Department was the entity that made the determination the student is missing. Other appropriate law enforcement agencies may also be contacted as necessary.