

St. LEONARD PROCEDURES

MISSING CHILDREN REGISTRATION LAW (325 ILCS 55/)

1. Upon notification by the Illinois Department of State Police of a child's disappearance, as the school in which the child is currently or was previously enrolled, ST. LEONARD School shall flag the birth certificate record of that child in such a manner that whenever a copy of, or information regarding the record is requested, the principal /school secretary/local registrar must immediately report the request , information regarding the birth certificate, or knowledge as to the whereabouts of any missing child to local law enforcement.
2. Written documentation of the report to local law enforcement should be maintained in the missing child's record.
3. Upon notification from the Illinois Department of State Police that the missing child has been recovered, the school shall remove the flag from the student's record.
4. St. LEOANRD School will notify in writing the parent/guardian enrolling a child for the first time in St. LEONARD School that within 30 calendar days, he/she must provide a government-issued copy of the child's birth certificate.
5. If the person enrolling the child is unable to provide a certified birth certificate, other proof, as determined by the Illinois Department of State Police, of the child's identity and age along with an affidavit explaining the inability to produce a copy of the birth certificate may be submitted.
6. Should the person enrolling the child in St. LEOANRD School fail to comply with the above procedures, St. LEONARD will immediately notify the local law enforcement agency and the person enrolling the child in writing that, unless he/she complies within 10 calendar days, the case shall be referred to the local law enforcement authority for investigation.
7. If compliance is not obtained within 10 calendar days, St. LEOANRD School will refer the matter to the local law enforcement agency.
8. St. LEOANRD School will immediately report to the local law enforcement authority any affidavit which appears inaccurate or suspicious in form or content received regarding the registration of the child.
9. Within 14 days, St. LEOANRD School will request a certified copy of the school records of a transfer student from the student's previous school
10. St. LEOANRD School will forward a copy of a transferring student's record to the new school within 10 days of the school's request, unless the student's record has been flagged. In such circumstances, the record requested may not be sent. The requested school shall notify the local law enforcement agency of the request.