

---

**POLICY TITLE:** POLICY REGARDING MISSING STUDENTS

---

**POLICY PURPOSE:** Policy provides instruction as to whom and when to notify parents/next of kin when a student is determined to be missing from campus.

**APPLIES TO:** All enrolled students at Fort Hays State University.

**POLICY STATEMENT:** FHSU is required, under the Higher Education Act, to notify the custodial parent of a student who is under the age of 18, no later than 24 hours after the student is missing. FHSU students who are 18 years of age or older have an option to identify an individual to be contacted, within 24 hours from the time the student was determined to be missing. Students can register their information within Tiger Tracks on the FHSU website at: <https://tigertracks.fhsu.edu>. Students need to log in to Tiger Tracks; click on Online Services; click on Personal Information and keep current the Next of Kin/Emergency contact information.

Additionally, FHSU is required to notify the University Police Department not later than 24 hours after the student is missing. If it is determined that the student has been missing for more than 24 hours, the University Police Department will contact the emergency contact person or parent if the student is under 18 years of age.

For students residing in campus housing that have been missing for more than 24 hours, the University will notify Student Affairs, Residential Life and the Kelly Center. Additionally, any official missing person report on students missing for more than 24 hours will be referred immediately to the University Police Department for the appropriate missing person(s) investigation. If it is determined that the student has been missing for more than 24 hours, the University Police Department will contact emergency contact person or parent or guardian if the student is under 18 years of age.

**KEYWORDS:** missing, emergency contact

**RESPONSIBLE OFFICE:** Vice President for Student Affairs  
Office of Student Affairs  
Sheridan Hall 208  
785-628-4276

**RESPONSIBLE UNIVERSITY OFFICIAL:** Dr. Tisa Mason

**ORIGINATION DATE:** 04/01/2009

**REVIEW CYCLE:** Yearly

---

**POLICY ADDRESS:** [www.fhsu.edu/policies/files/missing-students/](http://www.fhsu.edu/policies/files/missing-students/)

**LAST  
APPROVED ON:** 11/29/2010

**REVIEW/CHANGE  
HISTORY:** 11/29/2010 Approved by Tisa Mason  
04/15/2011 Approved by President's Cabinet

**NEXT REVIEW  
DATE:** 04/15/2012

---