

# MISSING PERSON CONTACT FORM

Students Name (Print Name)

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_ ID# \_\_\_\_\_

In the event I become missing, I authorize the following person to be contacted. This person is separate from my emergency contacts. According to the "HEA" this information is not to be released to those on folks listed on my FERPA form and will only be made available to University Officials, Campus Police and Police agencies if I become missing.

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Relationship to Student: \_\_\_\_\_

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Relationship to Student: \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
Date Month Year

\_\_\_\_\_  
 Signature of Student

### Missing Student Policy

A missing student is defined as any currently registered student of Chowan University who has not been seen by friends, family members or associates for a reasonable length of time or a maximum of 24 hours, and whose whereabouts have been questioned. Missing student concerns should be brought to the attention of a member of the Student Affairs Staff or Campus Police immediately (see list below). All reports submitted will be investigated by Chowan University Campus Police. The Director of Public Safety will initiate an investigation when they are notified that a student is missing, with no reasonable explanation for his/her absence. In the event campus police are unavailable, missing student reports will be transferred to Murfreesboro Police Department.

In the event a missing student resides on campus, the Associate Vice President of Student Affairs will notify the parents/family members regarding the situation. In the event the student does not reside in a University residence hall, the appropriate municipal local police authorities will be notified by campus police and an investigation will be initiated. Students determined missing will have their "missing person contact" contacted, emergency contacts contacted, and any student under the age of 18 will have their custodial parent or guardian contacted. Chowan Campus Police will also contact Murfreesboro Police within 24 hours of determining a student is missing.

The university encourages all students to provide a missing person contact. You may complete a "Missing Person Contact" form in Residence Life located in Penny Hall. This "missing person contact" information is confidential and will only be accessible to authorized campus officials, and that it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. This "missing person contact" will be kept separate from emergency contact information and will not be provided even if requestor has FERPA consent, as required by HEA.

Students that are under the age of 18 years of age and are not emancipated will provide notification to custodial parents or guardians within 24 hours of the determination the student is missing. This is in addition to the "missing person contact" designated by the missing student.

Whom to contact if a Chowan student is missing.

### Public Safety

(252)398-1234

### Derek Burke, Chief of Campus Police

(252)398-1234

### Sher-Ron Laud, Director of Residence Life

(252)398-6200

### Brandon Zoch, Associate Vice President for Student Affairs

(252)398-6464

### Dr. Montrose Streeter, Vice President for Student Affairs and Enrollment Management

(252)398-1227