



INDIANA CLEARINGHOUSE GRADUATION RATE

State Form 56259 (3-17) AS AUTHORIZED BY IC 20-26-13-10

Indiana Clearinghouse for Information on Missing Children & Missing Endangered Adults

Telephone: 800-831-8953 / Website: <http://www.in.gov/isp/2333.htm> E-mail: stugradrate@isp.in.gov



INSTRUCTIONS:

1. Complete step 1 of the Indiana Department of Education Memorandum for Graduation Rate for Students determined to be at an Unknown Location (IC 20-26-13-10).
2. Send an e-mail to stugradrate@isp.in.gov with this completed form attached.
3. The e-mail "Subject line" should read "Unknown Location of Student - Last Name, First Name".

Name of School

Name of Student (Enter as Last Name, First Name, Middle Initial)

School Address (number and street, city, state, and ZIP code)

Missing Student's DOB (Enter as YYYY/MM/DD)

Name and Title of Requestor

This Clearinghouse has reviewed your inquiry concerning the unknown location of a student. Using the information you provided:

Telephone Number of School

Name of Student's Parent/Legal Guardian

We have been unable to match this student with any child listed as missing in either the state or national, law enforcement databases.

Telephone Number of Student's Parent/Legal Guardian

Last Known Address of Parent/Legal Guardian

This child is listed as a Missing Person - Juvenile in both the state and national, law enforcement databases by:

Other Known Address of Parent/Legal Guardian

Other Known Address of Parent/Legal Guardian

Other Known Telephone Number of Parent/Legal Guardian

Signature of Clearinghouse Personnel

Other Known Telephone Number of Parent/Legal Guardian

The Indiana Clearinghouse for Information on Missing Children & Missing Endangered Adults will respond by e-mail to the school within fourteen (14) working days. The response will contain information on the status of the child based on an initial inquiry conducted by the Clearinghouse using law enforcement databases. It may also identify any additional actions to be taken by the school. This document should be kept on file by the school until final disposition of the child's school records has been made.