

MEMORANDUM

TO: Superintendents and Principals

FROM: Robin LeClaire, Director of School Improvement
Lisa Truitt, State Attendance Officer
Maggie Paino, Director of Accountability
Eileen Orban, Program Director, Indiana Clearinghouse for Information on Missing Children & Missing Endangered Adults

DATE: May 9, 2019

SUBJECT: Graduation Rate for Students Determined to be at an Unknown Location (IC 20-26-13-11)

Under IC 20-26-13-11, a school may provide documentation that a student's location is unknown to determine the school's graduation rate. If the school uses this option, this memorandum clarifies the Indiana Department of Education and the Indiana State Police agreement on reporting students under this statute. The following steps should be taken in sequence to determine the location of the student. If step one results in the identification of the student's current location, step two should not be initiated.

In order to remove the student from your cohort under Mobility Code 26 (DOE-RT/DOE-EM), Step 2 must be completed and documentation must be returned from the Indiana Clearinghouse for Information on Missing Children & Missing Endangered Adults. The letter should be mailed by October 1st for the school year in which the student's location was unknown.

1. Send a letter of concern to the student's last known address by U.S. Certified mail, with Return Receipt Requested (by October 1st for the school year in which the student was reported missing). This will result in the letter being forwarded to the next known address, and a delivery confirmation receipt (with the new address) returned to the school. If no forwarding address is on file with the post office, the letter will be returned to the school with a "No Forwarding Address" indicator stamp.

2. Email the [IN-Clearinghouse Graduation Rate Form](#) to stugradrate@isp.in.gov. The "Subject" should read "Unknown Location of Student – Last Name, First Name".

The Indiana Clearinghouse for Information on Missing Children & Missing Endangered Adults will respond by email to the school within fourteen (14) working days. The response will contain information on the status of the student 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 at the school until final disposition of the student's school records has been made.

If you have any questions, please contact Alicia Ward at 317-233-9619 or email award1@doe.in.gov.