



## **MID-PLAINS COMMUNITY COLLEGE MISSING STUDENT INFORMATION**

The Higher Education Opportunity Act (P.L 110-315) requires Mid-Plains Community College to maintain a missing student notification policy and protocol for on campus residents. A student shall be deemed missing when the student is absent from the College for more than 24 hours without any known reason. This information is posted on the MPCC websites and provided at check-in. You should report missing students by filing a missing person report with the Office of Student Life at 308-345-8108 or your Director of Housing (MCC 308-345-8177) or (NPCC 308-535-3792)

### **Residents 19 years and older:**

You may identify a confidential contact to be notified not later than 24 hours after the time that you are determined to be missing. You may register your confidential contact on the **STUDENT AGREEMENT FORM** which you will complete during your check-in process, and can make changes to the information you provided by contacting your housing director at each campus.

### **Residents 18 years and younger:**

The policy requires us to notify your custodial parent or guardian no later than 24 hours after the time you are determined to be missing. You must provide parental emergency contact information on the **STUDENT AGREEMENT FORM**, which you will complete during your check-in process, and can make changes to the information you provided by contacting your housing director at each campus.

### **Should a missing person report be filed on your behalf, the Office of Student Life and/or Director of Housing will:**

- Gather information from the individual reporting the missing person and/or witnesses/roommates, to include details about the reason for the report and any information that can be gathered on the missing student, such as; personal descriptors, clothing last worn, locations where student may be, persons or witnesses who may have information, vehicle descriptions, information of the physical and mental well-being of the student, up-to-date photographs, class schedule, etc.;
- Use any or all of the following resources to assist in locating the student: call the student's room, go to the student's residence hall room, talk to the roommates, secure a photo of the student, call or text the student's cell phone and call any other numbers on record, send the student an email and investigate the student's public social media, check all possible campus locations the student may be, and check the student's vehicle;
- Ensure that local Police Department has been notified and a missing persons report filed no later than 24 hours after a student is missing;
- Notify your confidential emergency contact (custodial parent or guardian if you are less than 18 years old) within 24 hours after the student is determined missing.