

# Missing Child Process and Procedure

## Infinite Campus Process:

- A daily file is received from Kentucky State Police (KSP)
- This file will be imported by KDE into Infinite Campus (IC)
- IC functionality will search the state database for the student using DOB, Name and Social Security Number.
- If the student is located in IC, the process will create/update a Missing Child flag in the student's current, previous and future enrollments with a start date and/or found with an end date.
- An email notification and/or cancellation will be generated automatically and sent to the principal email address found via System Administration | Resources | School detail.
- A process alert will be sent to all members of the Missing Child User Group with calendar rights to the school(s) of the missing student.
- If the student is not located in IC, an error message will generate which KDE will work to resolve.

## District and School Tasks:

There are two main things that a district must maintain in Infinite Campus for the process to be successful. First, ensure the correct principal's name and email address is entered into IC. Second, assign appropriate users to the new *Missing Child* user group in IC.

## Principal Designation:

Ensure there is a principal name and email address for all schools in district within IC via System Admin | Resources | School | School Detail

The image shows a screenshot of the Infinite Campus interface. On the left, a navigation menu is expanded to 'System Administration', with 'Resources' selected. Under 'Resources', the 'School' option is highlighted. On the right, a form titled 'Principal Information' is shown. It has two main sections: 'Principal Name' with the value 'Windy Newton' and 'Principal Email' with the value 'windy.newton@district.kyschools.'.

**Important Reminders:** This must be updated anytime there is a change in principal, head teacher or administrator within the school. The email address should be complete and valid. The email address should also be the district assigned email address, not a personal email address. Remember to also update Person Role Manager.

## Missing Child User Group:

Add all staff at the district level that should receive missing children notifications and/or cancellations to the Missing Child user group. This would include District Pupil Personnel Directors and other designees

in the district that previously would have been copied on the email notifications sent to principals. District staff will also need calendar rights to all calendars. Users added to the Missing Child group will receive missing child notifications via the Process Alerts inbox based on calendar rights.

*Process Alert Examples*

<input type="checkbox"/>	Process	Name	Posted Date
<input type="checkbox"/>	Message	Missing Child Found - Name: ELEMENTARY ASTUDENT DOB: 03/23/2011 Date Found: 06/15/2018 Last Attended School: 151020 SOUTH EDMONSON ELEMENTARY SCHOOL	06/27/2018
<input type="checkbox"/>	Message	Missing Child - Name: HIGH SCHOOL ASTUDENT DOB: 11/05/2002 Date Missing: 06/26/2018 Last Attended School: 151060 EDMONSON COUNTY HIGH SCHOOL	06/27/2018

*Missing Child User Group*

The screenshot displays the 'User Group: Missing Child' configuration interface. On the left, there is a search section with a dropdown menu set to 'Group', a search input containing 'missing child', and a 'Go' button. Below the search bar, it indicates 'Search Results: 1' and provides a 'Create a new User Group' button. The main area shows the 'User Group Editor' for the 'Missing Child' group. Fields include:
 

- Name:** Missing Child
- Group Description:** (empty text area)
- Associated Product:** Student Information System

 At the top of the editor, there are tabs for 'User Group', 'Tool Rights', and 'Calendar Rights', along with 'Save' and 'Delete' buttons.

*Assign User to Missing Child User Group*

The screenshot shows the user assignment interface. It is divided into two main sections:
 

- Search and Add User Groups:** A list containing 'Missing Child' (highlighted in blue).
- Current Group Membership:** A list containing 'Missing Child'.

**Important Reminder:** Staff copied on the email notifications with the previous system will only receive notification in the process alert section of IC only after they have been added to this group and have access to the calendar.

**Impact on Districts:**

- Districts and schools no longer have to manually update the missing child flag start and end date.
- District staff receive notifications via process alerts in IC as opposed to being copied via email.
- Districts and schools **MUST** maintain the principal’s email address and users in the *Missing Child* user group.