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

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 cancelations 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

Missing Child User Group

Assign User to Missing Child User Group

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.