

TRANSFERS AND WITHDRAWALS RECORDS REGULATION

The following school enrollment procedures are intended to aid in the identification and location of lost, missing, and runaway children.

When a child enrolls in the Dickinson Public Schools the school district shall:

- Require the child's parent, guardian, or legal custodian to present to the school, within forty days of enrollment, proof of identity of the child;
- Request the appropriate school records for the child from the previous school attended by the child within thirty days of enrollment of the child.

If a child's parent, guardian, or legal custodian does not present the proof of identity required above, within forty days of enrollment, or if the school does not receive the school records of the child within sixty days of enrollment, the school district shall notify the Bureau of Criminal Investigations and a local law enforcement authority that no proof of identity has been presented for the child.

Upon receipt of an appropriate request the Dickinson Public Schools shall transfer records or proof of identity of a child within ten calendar days.

When the Dickinson Public Schools receives a notice from a law enforcement authority, parent, guardian, or legal custodian that a child who is or has been enrolled in that school or facility has been reported as a lost, missing, or runaway child, the school district shall:

- Flag the records of the child; and
- Notify the Bureau of Criminal Investigations and a local law enforcement authority if a request for school records is received from any source.

If it is necessary for law enforcement authorities to conduct an investigation on a lost, missing, or runaway child, school personnel may not inform the person claiming custody of the child of the investigation while it is being conducted.

Definitions

For purposes of this administrative rule:

- "Flag the records" means marking the school records in such a manner that any personnel viewing that record will be automatically alerted that the child or individual has been reported as lost, missing, or runaway.
- "Proof of identity" means a certified copy of a birth certificate, a certified copy of the child's passport, a certified transcript, or similar student records from the previous school, or any other documentary evidence the school district or school superintendent considers appropriate proof of identity.

These administrative rules are developed in accordance with North Dakota Century Code 12-60-25- Lost, Missing of Runaway Children.