

# UNABLE TO LOCATE / LOST CHILD REPORT

Designating a student as a "Lost Child" and withdrawing the student is a process of last resort. Schools must not enter this withdrawal code until all the steps have been completed and verified. Filing an Unable to Locate/Lost Child Report means that the child's whereabouts are unknown to the school and cannot be determined even after exhausting all possible methods and resources.

The Unable to Locate/Lost Child Process may consist of the following 4 steps:

- (1) Attempting to contact the family via all known phone numbers.
- (2) Conducting a home visit to the last known address.
- (3) Mailing a certified letter with a return receipt requested to the last known address.
- (4) Complete the Lost Child Report

**NEW:** All Unable to Locate/Lost Child documentation must be logged into the Aspen Outreach Log. Please see [Aspen User Guide - Outreach Log](#) for documentation instructions.

## STEP 1 OF 4

### 1. CONTACT THE FAMILY VIA PHONE, MAKING USE OF ALL KNOWN PHONE NUMBERS AND DOCUMENT ALL OUTREACH IN THE ASPEN OUTREACH LOG

- If the parent/guardian is reached via phone, and:
  - The parent/guardian **knows** the whereabouts of the student, the student **cannot** be designated a "lost child." The process ends here.
  - The parent/guardian **does not know** the student's whereabouts and has no means to contact the student, the student can be designated a "lost child" **after the school's receipt of a police Missing Person's report**, proceed to **Step 4**.
- If all known phone numbers are out of service, incorrect, or go unanswered, and any siblings of the student have been asked for updated contact information and the parent/guardian still cannot be contacted via phone, proceed to **Step 2**.

## STEP 2 OF 4

### 2. CONDUCT A HOME VISIT TO THE LAST KNOWN ADDRESS AND DOCUMENT THE OUTCOME OF THE HOME VISIT IN THE ASPEN OUTREACH LOG

- If the parent/guardian is contacted at the home, and:
  - The parent/guardian **knows** the whereabouts of the student, the student **cannot** be designated a "lost child." The process ends here.
  - The parent/guardian **does not know** the whereabouts of the student, and has no means to contact the student, the student can be designated a "lost child" **after the school's receipt of a police Missing Person's report**, proceed to **Step 4**.
- If the address is incorrect or does not exist, and all other means of contacting the family have failed, the student can be designated a "lost child", and proceed to **Step 4**.
- If the parent/guardian is not contacted at the home, but *no clear evidence* exists that they no longer reside at the home, go to **Step 3**.

## STEP 3 OF 4

### 3. MAIL A CERTIFIED LETTER WITH THE RETURN RECEIPT REQUESTED TO THE LAST KNOWN ADDRESS AND UPLOAD THE RETURNED RECEIPT INTO THE ASPEN OUTREACH LOG

If all other attempts to contact the family have failed, the school shall mail the parent/guardian a certified letter with the return receipt requested to the last known address. The letter should instruct the parent/guardian to immediately contact the school.

- For students who do not show up to the start of school, the CPS Enrollment Letter ([English/Spanish](#)) can be used as the certified letter.
- During the school year, the [10-day letter](#) can be used as the certified letter.
- If the certified letter cannot be delivered and is returned to the school, the student can be designated a "lost child" and proceed to **Step 4**.
- If the letter is successfully delivered and/or the parent/guardian responds, and:
  - The parent/guardian **knows** the whereabouts of the student, the student **cannot** be designated a "lost child."
  - The parent/guardian **does not know** the whereabouts of the student, and has no means to contact the student, the student can be designated a "lost child" **after the school's receipt of a police Missing Person's report** and proceed to **Step 4**.



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## STEP 4 OF 4

4. **COMPLETE THE UNABLE TO LOCATE/LOST CHILD REPORT AND UPLOAD THE COMPLETED REPORT IN THE ASPEN OUTREACH LOG**

- If at any time, contact is made with the family, the process is invalidated.
- An 86 cannot be applied without the full investigation being completed and the report being completed in its entirety.
- Withdrawing a student without following the steps outlined is not permitted.
- The Unable to Locate/Lost Child Report must be completed with Network Signatures

Upload the Missing Person's report and Unable to Locate/Lost Child report into the Aspen Outreach Log.

# UNABLE TO LOCATE / LOST CHILD REPORT

## REQUIRED INFORMATION--PAGE 1 of 3

The report must be filled out completely before filing and applying an 86. Expand the cells if more space is needed.

SCHOOL INFORMATION						
Report Date		School name		School ID#		
Network		Principal name				
Principal phone #		Principal email				
Attendance clerk/ coordinator name						
Attendance clerk/ coordinator phone #		Attendance clerk/ coordinator email				
STUDENT INFORMATION						
Student name					Student ID #	
Student date of birth		Student age		Student grade		
Parent/Guardian name (1)		Parent/Guardian name (2)				
Student address (include zip code)		Contact phone numbers and/or email addresses (List ALL)				
		1)	2)	3)	4)	
Names & IDs of ALL siblings enrolled in CPS & school(s) where they are enrolled	Sibling 1 Name/ID/School	Sibling 2 Name/ID/School	Sibling 3 Name/ID/School	Sibling 4 Name/ID/School	Sibling 5 Name/ID/School	Sibling 6 Name/ID/School
STUDENT DATA						
Student's past 3 year, at the time the investigation began	Current attendance rate, total overall absences, total excused absences, and total unexcused absences at the time the investigation began			# of days enrolled at the school	Last date the student was in attendance	
SY____: Attendance % SY____: Attendance % SY____: Attendance %	____ Current Attendance Rate ____ Overall Absences ____ Excused Absences ____ Unexcused Absences			_____	_____	
Last date contact was made with the student		Description of interaction				
Last date contact was made with the family		Description of interaction				
Free response space for any other relevant notes about this student						



# UNABLE TO LOCATE / LOST CHILD REPORT

## REQUIRED INFORMATION--PAGE 2 of 3

### STEP 1: PHONE CALLS MADE TO ALL KNOWN CONTACT NUMBERS AND E-ADDRESSES (INCLUDING CHECKING WITH SIBLINGS FOR ANY OTHER KNOWN NUMBERS)

Contact number #1	Person who made the contact effort	Date of contact effort	RESULT (describe the interaction, outcome, & established next steps)
Contact number #2	Person who made the contact effort	Date of contact effort	RESULT (describe the interaction, outcome, & established next steps)
Contact number #3	Person who made the contact effort	Date of contact effort	RESULT (describe the interaction, outcome, & established next steps)
Contact number #4	Person who made the contact effort	Date of contact effort	RESULT (describe the interaction, outcome, & established next steps)

### STEP 2: HOME VISIT MADE TO LAST KNOWN ADDRESS

List address #1	Person who made the contact effort	Date of contact effort	RESULT (describe the interaction, outcome, & established next steps)
List address #2 (if applicable)	Person who made the contact effort	Date of contact effort	RESULT (describe the interaction, outcome, & established next steps)

**ADDITIONAL OUTREACH EFFORT (NOTATE ANY OTHER EFFORTS THAT WERE MADE TO LOCATE THE STUDENT, (i.e., CPD WELL-BEING CHECK, SKIPTRACING, EMAILS))**

### STEP 3: CERTIFIED LETTER MAILED, RETURN RECEIPT REQUESTED, TO LAST KNOWN ADDRESS (You must attach either a copy of the returned certified letter or a copy of the Missing Person's Report to this form)

Address where certified letter was sent	Person who mailed the letter	Date letter was sent	Date letter was returned as undeliverable	Date student withdrawn with Code 86



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PRINCIPAL CERTIFICATION AND APPROVAL		
<p>I certify that this school has completed an investigation to confirm _____'s status as a "lost child", prior to removing the student from enrollment with an Withdrawal Code of 86.</p> <p><u>Signature must be provided by hand: an electronic signature will not be accepted.</u></p> <p><b>THE SCHOOL IS TO SCAN THE SIGNED REPORT AND SEND IT TO THE NETWORK DESIGNEE FOR FILING.</b></p>		
PRINCIPAL - PRINTED NAME	PRINCIPAL - SIGNATURE	
SECOND STAFF MEMBER - PRINTED NAME	SECOND STAFF MEMBER - SIGNATURE	
NETWORK REPRESENTATIVE-NAME	NETWORK REPRESENTATIVE--TITLE	DATE OF RECEIPT

**Note: All students withdrawn with a code 86 will count toward the school's dropout rate.**

**THE ORIGINAL COPY OF THIS REPORT, AS WELL AS THE RETURNED LETTER OR MISSING PERSON'S REPORT, MUST BE FILED IN THE STUDENT'S CUMULATIVE FOLDER AND SEND A SECOND COPY TO THE SCHOOL'S NETWORK OFFICE. THIS INCLUDES ALL ISP, CONTRACT, CHARTER, AND OPTION SCHOOLS.**

