

Reported Missing Person Checklist

Name of student reported missing _____

Residence hall address _____

Phone number(s) _____

Names and contact information of known student friends/relationships _____

If employed, name of employer _____

Name of person reporting the student as missing _____

Telephone number and email address to reach reporting person _____

Relationship to missing student _____

Why is the student considered “missing” by the reporter? _____

When was the student last heard from? By whom? _____

How often does the student contact the reporting person and how long is the contact overdue? _____

What were the student’s last reported plans? _____

If the student was traveling, what was the destination and when was the student expected to

return? _____

Did the reported plans involve others and, if so, what are their names? _____

Is there any reason to believe that the student is in danger of harm? _____

Has the reporting person contacted law enforcement to file a missing person's report? What law enforcement authority has been contacted? If not, why not? Encourage the person to make such a report (explain the value of a first-person report versus a third-person report). _____
