

# Missing Student Tracking Record

Date \_\_\_\_\_ Record by \_\_\_\_\_

Student name \_\_\_\_\_ Age \_\_\_\_\_

First noticed missing time \_\_\_\_\_ Place noticed \_\_\_\_\_

Actions taken to locate student:

Action	Time	Result

Contact made with Management: Who \_\_\_\_\_

How \_\_\_\_\_ Time \_\_\_\_\_

Decision made \_\_\_\_\_

Action \_\_\_\_\_

Follow up required \_\_\_\_\_ By who \_\_\_\_\_

Date done \_\_\_\_\_ Outcome \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_