



## Notice to Parents Regarding Missing Children Program

Dear Parents and Guardians,

At Orchard Park Academy, we hold student safety as our highest priority. In compliance with the Missing Child's Law, we meet requirements for Ohio Revised Code for the admission to school as well as House Bill 410 for tracking attendance throughout the school year.

We require that parents/guardians submit proof of the following: date of birth, residency and custody upon enrollment. Within twenty-four (24) hours of the student's entry into the school, a school official shall request the student's records from the school he/she most recently attended. If the school the student claims to have most recently attended indicates it has no records of the student's attendance or the records are not received within fourteen (14) days of the date of request, or the student does not present a certification of birth or comparable certificate or certification form another state, territory or nation, the Director may notify the local law enforcement agency. This will alert law enforcement that this may be a missing child, as this term is defined in State Law.

Consistent tracking of every child's attendance is taken on a daily basis. Parents/guardians should notify the school by the morning of the day their student is not attending. The excuse will be submitted to the attendance office and filed as part of the student's school record. If your child is not reported absent, you will receive a call from the school office inquiring about your child's absence. We encourage consistent daily attendance to ensure continuity of learning. However, if your child is absent, be sure to send a note the day of return to verify his/her absence. Please refer to our Student Handbook, which can be accessed on our webpage, to read our entire attendance policy.

Orchard Park Academy recognizes the advantage to both parents/guardians and law enforcement agencies of a means of identifying children who have become lost or have been abducted.

Please refer to the following resources:

- The National Center for Missing & Exploited Children  
<http://www.missingkids.com/Publications/Missing>
- Ohio Attorney General's Missing Children  
<https://www.ohioattorneygeneral.gov/MissingChildren>