

**Missing Children Records Act and Registration Law
(Approved by the Principal Advisory Council 11/21/13)**

As a non-public school, Our Lady of Humility School maintains certified copies of birth certificates for each student enrolled. The school notifies the parents/guardians that such documentation must be submitted upon enrolling the student. Certified copies of transfer student records must be requested within fourteen days of enrollment; the school sends unofficial records of students transferring to other schools within ten days of the request.

The Illinois Missing Children Act requires schools to notify local authorities when an official copy of the birth certificate isn't received by the school within 30 days of enrollment. At 30 days, the school is required to notify the parent/guardian in writing that they have ten days to submit an official copy of the birth certificate. If the parent/guardian fails to comply, the school is required by law to notify the police for a possible missing child investigation.