

- c. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g. witnessed abduction), Campus Safety will contact the appropriate local law enforcement agency to report the student is a missing person and the local law enforcement agency will take charge of the investigation.
- d. No later than 24 hours after determining that a residential student is missing, the Dean of Students or designee will notify the appropriate parties (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.
- e. Each Hope College student that lives in an on-campus housing facility has the option to register a confidential contact person to be notified in the case that the student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

Family Education Rights and Privacy Act of 1974

General Guidelines Governing Keeping of Student Records

Records are kept in the various offices of the College in the interest of its students and alumni. It is the intention of the College that the data entered and the documents are kept in each student files as well as any subsequent release of information contained within it should be determined by what is in the best interest of the student. Hope College determines to reflect this attitude in its records-keeping policies and consequently has adopted the following guidelines for the creation and maintenance of student records in its offices.

The College supports the Family Educational Rights and Privacy Act of 1974, and this statement of policy incorporates the rights accorded and the privacy guaranteed the student by this Act.

Records information is classified in two categories, public and confidential. Public or directory information includes the following data:

- Name
- Local and permanent address
- Telephone number
- Name of parent or guardian
- Date of attendance
- High School attended
- Teacher certification
- Degrees and dates of degrees
- Awards and honors received

Unless the student requests in writing that such public information be withheld, public/directory information is available to anyone. It should be noted, however, that the College does try to exercise some restraint in the release of public information and tries to ensure that such information is not released indiscriminately, without regard for the student's welfare. All other information collected and stored on a student is considered to be confidential. The confidentiality of this information is guaranteed the student and will be release only upon the written consent of the student.

To view the complete Family Educational Rights and Privacy Act (FERPA) please go to the following website:
www.hope.edu/about/policies