



Lewis University

Office of Student Services

Missing Persons Notification Form for Resident Students

If there is a reason to suspect a student is missing for 24 hours or more or is in threat of imminent harm and the resident cannot be immediately reached, contact Campus Security. Lewis Campus Security will work with the Office of Student Services to conduct a preliminary investigation to determine the circumstances. University officials will notify Romeoville Police Department if it is determined the student is unreachable.

I _____ provide the following list of contact persons to be used in the case that I am reported to be missing or determined to be in imminent harm. Please submit a list of contacts below. University officials will attempt to contact the first person listed. If that person is unavailable, the University will seek to contact the next

Signature of Student: _____ Date: _____

Please list in order of preferred contact. The name listed on line #1 would be the first person University officials would attempt to contact. If that person is unavailable, the University will seek to contact the second person, and so on.

Name	Home Address	Home & Cell Phone	Work Phone	Relationship
1.		() - () -	() -	
2.		() - () -	() -	
3.		() - () -	() -	

Every resident student is required to have Missing Person form on file in the Office of Student Services. This form is valid until a new release is filed or student is no longer registered (update required each academic year).