**How to Report a Missing Student**

When a student applies for on-campus housing, that student may indicated an emergency contact person, and accompanying contact information for that person, on the housing application. This person’s identity and contact information will be kept confidential, be accessible only to University personnel, and only be disclosed to law enforcement personnel when conducting a missing person investigation.

Dixie State University must notify a custodial parent or guardian of non-emancipated students under 18 years of age within 24 hours of the determination that the student is missing.

If an individual would like to report a missing student who has been missing for 24 hours, that person should contact the Security and Campus Policy Department (435-652-7515) or a member of the Housing and Resident Life Department staff, such as:

- Resident Assistant, assigned at check in
- Resident Manager, assigned at check in
- Office Manager, Jill Fiske, 435-652-7570
- Director, Seth Gubler, 435-652-7571

If a staff member is notified, the staff member will contact the DSU Campus Police, or St. George Police Department, unless either entity originally declared the student missing. The staff member, if not the Director of Housing, will then contact the Director. The Director will contact the student’s designated emergency contact person within 24 hours of the determination that the student is missing. If the student is under 18 years of age and not emancipated, the Director of Housing will notify the student’s custodial parent or guardian within 24 hours that the student is missing.