The New School has implemented procedures to ensure that reports of missing students are properly investigated.

When students enter the university, they are asked to provide a permanent home address and phone number, as well as emergency contact information. In addition, email and telephone information is automatically entered into New School Alerts, a campus-wide emergency notification system. Each academic year, students are reminded by email of the importance of updating this information. Students may update this information at any point during the academic year by logging into MyNewSchool. In addition, residential students are asked to provide contact information for an individual the university will reach out to if the student is thought to be missing from campus. An individual listed as the missing-person contact should be someone with whom a student maintains regular contact and who is likely to know where that student is and how to contact him or her.

Any member of the university community who believes that a student is missing should immediately notify the director of Security at 212.229.7001 or ilicetot@newschool.edu and the assistant vice president for Student Health and Support Services at 212.229.1671 or robint@newschool.edu and provide all pertinent information.

If the university officials, after investigation, determine that an on-campus residential student has been missing for 24 hours, the university will, within 24 hours of making such a determination, notify the student’s emergency contact person and the local law enforcement that the student is missing. If such student is under the age of 18 and not an emancipated individual, the university will also notify the student’s parent or legal guardian within the 24-hour period after the university officials have determined that the student is missing. Reports of students missing from off-campus residences will be referred to the police precinct having jurisdiction over the student’s local residence, if known, or the student’s permanent address if a local residence cannot be determined, and the student’s emergency contact person will be notified. University Security and Student Health and Support Services will assist local law enforcement in all ways prescribed by law.