



Have a missing/AWOL youth? Filing a STUDENT TRACER (with the Los Angeles Unified School District) just might help to locate him/her!!!

STUDENT TRACERS

What is a student tracer?

Student tracers are used to find the **school location** of students identified by DCFS, Dept of Probation, Sheriff Stations, Homeland Security and other authorized persons as being abducted, missing, neglected, or abused. **Lawyers, Family Members, School Personnel, District Attorney are not authorized to receive any information, please refer them to the Office of the General Counsel (P: (213) 241-7600 / F: (213) 241-8444)**

What information is required to complete a student tracer?

Student requests must be complete with student's DOB, last school of attendance, last known address, mother and father's name, agency requesting information, agent's name and identification number and sent to Central Office. Fax: 213-241-3371

What information is provided in a student tracer?

The only information provided is the last school of attendance. No additional information should be provided. To protect our students and maintain confidentiality, we **do not** provide any contact information over the phone. All requests are done via fax from Central office.

If I would like to request a student tracer, what is the process?

To request a student tracer contact Shaun Brooks 213-241-3081 or Nga Cao at 213-241-8688 and complete the Student Tracer Request Form, which can be found in the Pupil Services Website. All tracers should be faxed to 213-241-3371, Attn: Shaun Brooks or Nga Cao