
New Student Immigration Detention Reporting and Support Procedures

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 1 attachment (116 KB)

SDCCE_Student_Detention_Reporting_Protocol.pdf;

Dear SDCCE Colleagues,

As we continue our efforts to foster a safe, inclusive, and supportive environment for all students, I want to share an important resource developed in collaboration with our Safety, Inclusion, and Belonging (SIB) Taskforce in response to ICE activity.

Attached are the **Student Immigration Detention Reporting and Support Procedures**, which establish a clear and coordinated process for reporting concerns when an SDCCE student has been, or may have been, detained by immigration authorities. You can find the form and updated information on the [SIB website](#) or on the [Student Service Intranet](#)

We recognize that immigration enforcement activity continues to create uncertainty and concern for members of our college community. It is important that our faculty and staff know how to report these situations so that we can respond promptly, protect student privacy, and connect impacted students and families with available resources.

What Faculty and Staff Need to Know

If you become aware that a student has been or may have been detained by immigration authorities:

- **Report the concern promptly** by emailing SDCCEStudentSupportReports@sdccd.edu with the available factual information.
- **Protect student confidentiality.** Please do not independently investigate, attempt to verify a student's immigration status, or share sensitive student information through group emails or public channels.
- **Allow college leadership to coordinate the response.** Student Services will work with appropriate District officials and our Immigrant Student Support Program to assess the situation and facilitate available support services.
- **Follow established emergency procedures** if immigration enforcement activity presents an immediate campus safety concern. Contact Campus Police or 911 as appropriate rather than relying on email.

Important Reminder Regarding District ICE Protocols

These new reporting procedures are intended to supplement, not replace, the San Diego Community College District's established protocols for [responding to immigration enforcement](#)

[activity on campus](#), including [Administrative Procedure 3415](#)

If immigration enforcement activity is occurring on campus or there is an immediate campus safety concern, faculty and staff must follow the established District ICE response and emergency protocols outlined in the attached District procedures. Contact Campus Police or 911 as appropriate for emergencies. The new Student Services reporting process should not be used in place of established emergency notification and response procedures

Student Emergency Contact Process — Forthcoming

Additionally, we are working closely with the District to finalize a student emergency contact process, including a standardized form and procedures for collecting and accessing emergency contact information when appropriate. This work is intended to strengthen our ability to coordinate timely support and communication while ensuring compliance with student privacy requirements.

Once the process and form have been finalized, we will share them with the college community, along with guidance on implementation.

Our goal is to ensure that no faculty or staff member feels they must navigate these complex situations alone. By establishing a consistent reporting process, we can strengthen communication, coordinate appropriate resources, and provide a more timely and compassionate response to students and families.

I want to extend my appreciation to the members of our SIB Taskforce for their continued leadership and commitment to supporting our students during this challenging time.

Please take a few moments to review the attached procedures and familiarize yourself with the reporting process.

Thank you for your continued care, advocacy, and commitment to our students.

Best,

Shakerra

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