

Commitment to Department of Juvenile Justice and Re-enrollment to Local School Division Timeline

Commitment to Department of Juvenile Justice (DJJ) Facility

Task	Timeline	Responsible party
Request of scholastic record from school division of last enrollment	Within two (2) business days of commitment	Probation/Parole Officer
Provides Department of Correctional Education (DCE) program record and information	Within five (5) business days or receipt of request	Re-enrollment coordinator of sending school division

Pending Release from DJJ

Provides notification of scheduled release or court date to DCE Principal	At least 30 Calendar days prior to scheduled release or court date	DJJ
Letter of pending release or court date to re-enrollment coordinator and parent(s)/guardian(s)	Within five (5) business days of receipt of DJJ notification letter	DCE principal
Confirmation of receipt of letter	Within five (5) business days of receipt of letter	Re-enrollment Coordinator of receiving school division
Record is gathered and a preliminary re-enrollment plan is developed	Upon notification	DCE transition team (Lead: principal)
Receiving school division is sent the scholastic record and preliminary re-enrollment plan	At least 25 calendar days prior to pending release or court date	DCE transition team (Lead: principal)
Invite members of re-enrollment team to include parent(s)/guardian(s), school social worker or school psychologist, and others who have knowledge and expertise regarding the student to re-enrollment meeting	A minimum of one (1) week prior to re-enrollment meeting	Re-enrollment coordinator of receiving school division
Re-enrollment team is convened for review of preliminary plan, consults with student and develops final re-enrollment plan; determines counseling needs and plan (formal or informal).	Within ten (10) business days of receipt of record and preliminary re-enrollment plan	Re-enrollment team (Lead: Re-enrollment coordinator of receiving school division)
Copies of final plan sent to student, parent(s)/guardian(s), transition and re-enrollment team members	No later than ten (10) calendar days prior to release	Re-enrollment coordinator of receiving school division

Release of Student

Student enrolls and begins receiving Instruction	Within two (2) business days of release	Receiving school division
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Dated 6/13/06