

Notification Change of School District

631.1 PURPOSE AND SCOPE

To set forth the guidelines and procedures for the notification of a change of school district. This policy applies to all deputy probation officers.

631.2 AUTHORITY AND REFERENCES

- 827(b)(3) WIC.

631.3 POLICY

The notification of a change of school district shall be accomplished in accordance with the provisions of Section 827(b)(3) WIC.

631.4 PROCEDURE

The assigned probation officer or designee shall notify the superintendent of a public school district that a probationer, who meets the statutory requirements provided, has transferred to another public school district.

The assigned probation officer or designee shall use the notification form in the following manner:

- (a) Supervision:
 1. Notify the superintendent of the last district within 15 days.
 2. A copy of the completed form (J-430) shall be maintained in the legal file.
- (b) Placement:
 1. Entering Placement:
 - (a) The assigned probation officer shall prepare the form, with the exception of information regarding the new school district and include it with the other required placement documents.
 - (b) The placement probation officer shall determine the new school district, complete the form, and mail it to the superintendent of the last school district. A copy of the form shall be maintained in the legal file.
 2. Leaving Placement:
 - (a) When a youth is released from placement after having attended a public school, the placement probation officer shall initiate the form and place it in the legal file. Upon assignment to supervision, the probation officer shall complete the form and mail it to the superintendent of the last school district. A copy of the form shall be maintained in the legal file.
 - (b) Upon release from placement and having attended a private school program, the placement deputy shall initiate the form and place it in the legal file. Upon assignment to supervision, the deputy shall complete the

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form and mail it to the superintendent of the last school district. A copy of the form shall be maintained in the legal file.

Date last reviewed: 08/20/2021

Date(s) Revised: 08/20/2021

Created: 08/24/1995

Attachments:

1. [Change of School District Notification](#)