

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

- Executive Committee;
- 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

- (a) The supervision deputy must notify the superintendent of a public school district that a probationer, who meets the statutory requirements provided, has transferred to another public school district.
- (b) The deputy shall use notification form in the following manner:
 1. Supervision:
 - (a) The assigned deputy probation officer shall notify the superintendent of the last district within 15 days.
 - (b) A copy of the completed form (J-430) shall be maintained in the legal file.
 2. Placement:
 - (a) Entering Placement:
 1. The supervision deputy shall prepare the form, with the exception of information regarding the new school district and include it with the other required pre-placement documents.
 2. The placement deputy shall determine the new school and 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) Leaving Placement:
 1. When a minor is released from placement after having attended a public school, the placement deputy shall initiate the form and place it in the legal file. Upon assignment to supervision, the deputy 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.

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2. Upon release from placement 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 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: 08/24/1995

Attachments:

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

CHANGE OF SCHOOL DISTRICT NOTIFICATION

DATE: _____

RE: _____

TO: Superintendent of _____ School District

In compliance with Section 827(b)(3) WIC, we are hereby notifying you that the above-named minor has transferred school attendance from a school in your school district to the following new school district, _____.

(11/93)
(8/95)