



Pitt County Schools

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To Area Group Home Administrators,

The purpose of this letter is to remind you of the procedures for enrolling students living in group homes into Pitt County Schools. These procedures help ensure that the needs of these students are being met appropriately and expeditiously.

At the heart of these procedures is an emphasis on communication and the sharing of information between group homes and schools prior to the first day of school attendance for the student. It is our belief that, if our schools are knowledgeable of the specific needs of each student in advance, we can better plan and prepare the educational setting and make more accurate placement decisions. Please know that we are aware that emergency placements into group homes sometimes occur, which may hamper your ability to always meet the expectations outlined in these procedures. Nonetheless, we ask that you and your staff do your best to work with us in this regard.

Your diligence in following these procedures, as well as ensuring that each of your staff members are aware of and abide by these procedures, is greatly appreciated. Should you have any questions or concerns, please feel free to contact either of us. Thank you!

Sincerely,

Travis Lewis, Ed.D.
Executive Director of Student Services

Cathy Keeter
Director of Exceptional Children's Programs

Attachments:

1. Pitt County Schools – *“Procedure for Enrollment of Students Living in Group Homes or Therapeutic Foster Homes”*
2. NC Division of Mental Health, Development Disabilities and Substance Abuse – *“Notification of Out of Home Community Placement for Children/Adolescents”*

PROCEDURE FOR ENROLLMENT OF STUDENTS LIVING IN GROUP HOMES OR THERAPEUTIC FOSTER HOMES

Children living in group homes, therapeutic foster homes or other institutions in Pitt County that have the primary purpose of rearing and caring for children who do not live with their parents are eligible to enroll in the public schools.

It is the responsibility of the group / therapeutic foster home to contact the school in which the student will be enrolled, as follows:

1. Within three days of placement of the student into the group home / therapeutic foster home, the staff of the group home / therapeutic foster home will submit to the school in which the student will be enrolled a completed "*Notification of Out of Home Community Placement for Children/Adolescents*" (per the North Carolina Division of Mental Health, Developmental Disabilities, and Substance Abuse Services).

If the student is identified as a student with disabilities, the group home / therapeutic foster home will submit an additional copy of the "*Notification of Out of Home Community Placement for Children/Adolescents*" within three days of placement to the Director of the Exceptional Children's Program for Pitt County Schools [NCGS 115C-366(a1)].

- ❖ An Individualized Education Plan team meeting will be scheduled by the school within ten days of student enrollment to determine educational placement.
2. Prior to the student's first day of school attendance, the group home / therapeutic foster home should have an enrollment meeting scheduled and held with the school principal or his / her designee. The group home / therapeutic foster home should provide the school with the following:
 - ❖ A copy of the student's cumulative school record from the previous school / hospital attended, including Section 504 plans or Individualized Education Plans (IEP) if applicable;
 - ❖ A copy of the student's Person-Centered Plan, including any crisis plan for the student and emergency contact information;
 - ❖ Documentation of who holds legal guardianship of the student, including contact information for the legal guardian;
 - ❖ All other information for enrollment requested by the school.

Notification of Out of Home Community Placement for Children/Adolescents

- A. North Carolina Administrative Rules require that when children/adolescents served through local public mental health, developmental disabilities and substance abuse services systems are placed in a community program out of their home community or reside in ICF/MR facilities, the home¹ area authority or county program is responsible for notifying the following:
- Legal guardian
 - Others involved in care and treatment
 - Host² community provider
 - Host community representatives (may include the court counselor, county DSS, regional children's developmental services agency (CDSA) or the local education authority)
- B. This is the official form for such notification.
- C. Notification shall be made within 3 business days of placement by fax or hard copy.
- D. In the case of an emergency placement, notification by telephone is acceptable, with written notification the following day.

Date: _____ Name of Child/Adolescent: _____

Date of Birth: ____ / ____ / ____ Date of Placement out of Home Community: _____

Grade: _____ Common ID#: _____ Social Security #: _____

Parent/Legal Guardian Name(s): _____

Address: _____

Phone: _____ E-mail: _____

Home Area Authority/County Program: _____

Contact Person: _____

Address: _____

Phone: _____ E-mail: _____

Host Area Authority/County Program: _____

Contact Person: _____

Address: _____

Phone: _____ E-mail: _____

¹ A home program is one in the community of the child/adolescent's legal residence.

² A host program is one in the community in which the child will be residing.

Home DSS: _____ Contact Person: _____
Address: _____
Phone: _____ E-mail: _____

Host DSS: _____ Contact Person: _____
Address: _____
Phone: _____ E-mail: _____

Home School: _____
Principal: _____
Special Education Program Administrator: _____
Address: _____
Phone: _____ E-mail: _____

Host School: _____
Principal: _____
Special Education Program Administrator: _____
Address: _____
Phone: _____ E-mail: _____

Physical Custodian/Provider: _____
Address: _____
Phone: _____ E-mail: _____

Person Completing Form: _____
Agency: _____
Address: _____
Phone: _____ E-mail: _____