

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

Task	Timeline	Responsible party
Requests scholastic record from school division of last enrollment	Within two (2) business days of commitment	Probation/Parole Officer
Provides DJJ-DOE education program with record and information	Within five (5) business days or receipt of request	Re-enrollment coordinator of sending school division.
Provides a list of all students who arrive at the JCC to the school counselor *	Within one (1) business day of receipt from the CAP unit	Principal
Retrieves the records from the sending school and/or school division through the school counselor and/or LEA reenrollment coordinator *	Begin the process within one (1) business day of notification of arriving students.	Guidance Program Support Technician
Stamps all educational records with date for receipt and enters students' names into Virtuoso*	Upon receipt	Guidance Program Support Technician
Confirms receipt of all educational records*	Within five (5) days of arrival. Documentation shall be maintained for requests and receipt of educational records	Guidance Program Support Techs and/or School Counselors
Reviews the educational records and creates a class schedule*	Within three (3) days of the arrival of new residents	School Counselors Compliance Specialists and School administrators will provide input.
Administers the CTE interest survey for the development of the Academic and Career Plans*	Within ten(10) days of arrival	School Counselor

Administers educational placement assessment (i.e. MAP)	Within seven (7) days of student arrival	Assessment staff
Develops the Academic and Career Plan and/or Credit Schedule*	Within 10 to 15 days of student arrival	School Counselor

Pending Release from DJJ

Provides written notification of scheduled release or court date to Detention Home/Center Program Principal and DJJ-DOE Principal	At least thirty (30) calendar days prior to scheduled release or court date	DJJ housing unit Counselor
Schedules a Preliminary reenrollment meeting	Within five (5) business days of notification of release	Principal or designee
Prepares and assembles documents and scholastic records that support the development of the reenrollment plan	At least twenty-five (25) calendar days prior to the court review or pending release.	DJJ-DOE transition team
Compiles the documentation received from the DJJ-DOE transition team after the preliminary reenrollment meeting. Reviews the exit checklist to ensure accuracy and completion of information provided by the transition team*	Within five (5) business days of notification of release	Guidance Program Support Tech and School Counselor
Signs off on the completion of the Exit	Within five (5) business	Building Administrator (1 st line of approval)

Checklist *	days of notification	Director of Academic Services (2 nd line of approval)
Provides a letter of pending release and an informative outline of the reenrollment process to the Reenrollment Coordinator of the receiving school division, the student's parent or guardian, and the parole officer	Minimum of one (1) week prior to meeting	Detention Home Superintendent or School or DJJ-DOE Principal
Confirms receipt of notification with DJJ-DOE or detention home/center	Within five (5) business of receipt of the letter	Re-enrollment Coordinator of receiving school division and the parole officer
Forwards the student's scholastic records and develops a preliminary reenrollment plan for the school division reenrollment coordinator and the parole officer	At least twenty-five (25) calendar days prior to the court review or pending release of student and after review with the student	DJJ-DOE or detention home school counselor/education program in consultation with the student.
Invites 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
Convenes Re-enrollment team for a review of the preliminary re-enrollment plan, consults with student and develops final re-enrollment plan; determines counseling needs and plan	Within ten (10) business days of receipt of student's scholastic 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

Enrolls student and begins receiving instruction	Within two (2) business days of release	Receiving school division
Updates all information sent to the receiving school *	Within five (5) business days after release	Guidance Program Support Tech
Updates in Virtuoso for student attendance: *	Within five (5) business days after release	Guidance Program Support Tech

*Please note that the tasks indicated with * were developed as in-house tasks. All other tasks were developed by VDOE.