

# **C**hild **W**elfare **A**ttendance



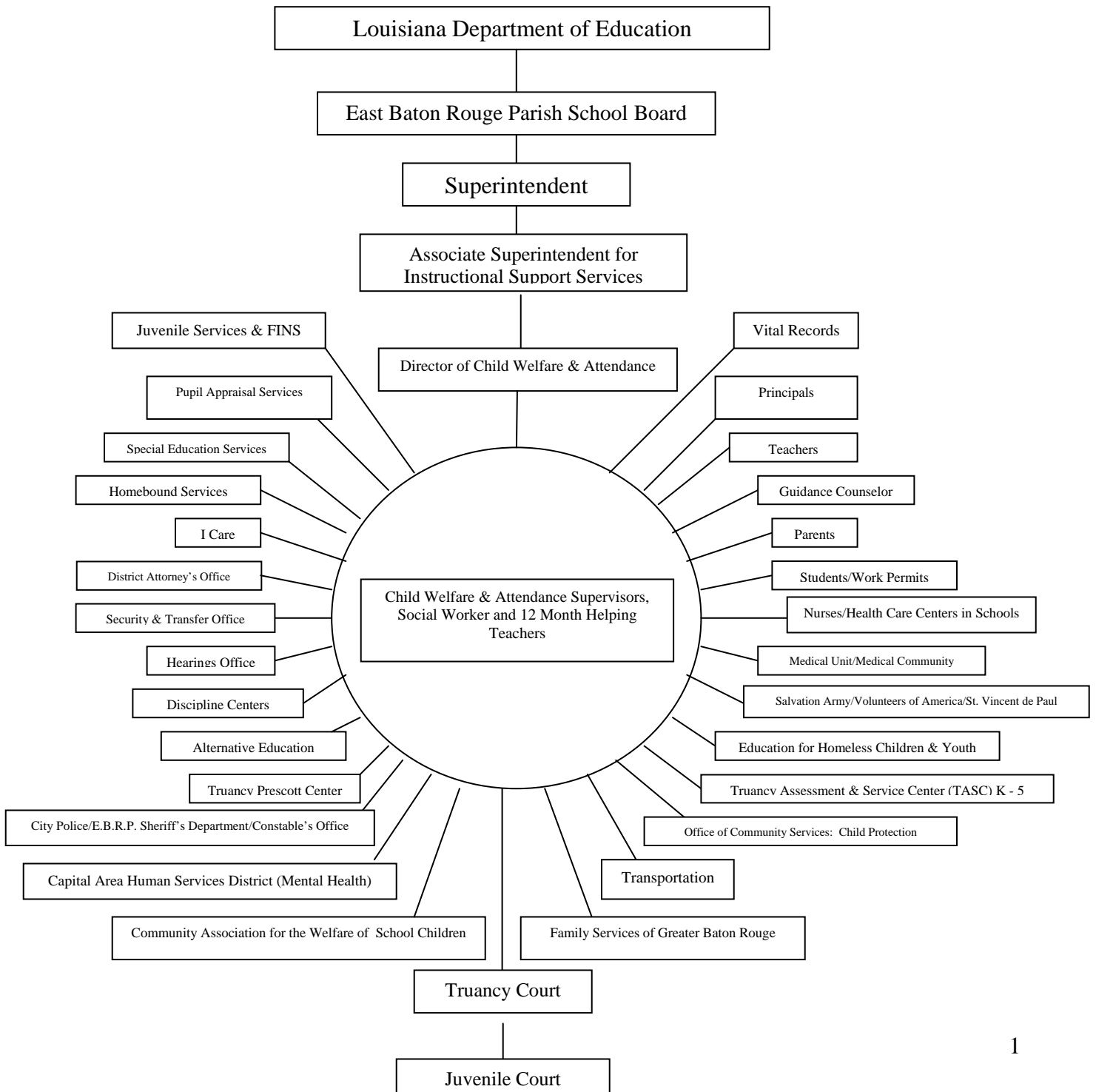
**H a n d b o o k**

Herman Brister, Associate Superintendent for Instructional Support Services

Sherry Cannon, Director

# MISSION STATEMENT

The Office of Child Welfare and Attendance has been entrusted to work out solutions to problems that interfere with satisfactory school attendance.



# **General Information**

# OFFICE OF CHILD WELFARE AND ATTENDANCE HANDBOOK

## GENERAL INFORMATION

### I. Background Information

**A. History of the Department** – The Office of Child Welfare and Attendance was created by a legislative act in 1944 when the first compulsory school attendance law was enacted in Louisiana. The law provided for each parish or city school system to employ visiting teachers. In 1964 the state legislature made a provision for the optional title of Supervisor of Child Welfare and Attendance. The State Board of Education approved the certification of Licensed Social Workers as Visiting Teachers in 1974.

**B. Scope of the Office** - Supervisors of Child Welfare and Attendance, Visiting Teachers, and/or School Social Workers have taken leadership in establishing, maintaining and supervising programs that affect a student's overall welfare and school adjustment. They seek out, cultivate, and utilize any and all services in the community that will help alleviate problems for the student and his/her family. Each school has its own contact person who will process and investigate referrals of excessive unexcused absences via a home visit, school visit, phone call or letter of concern. Through regular school visits, the attendance of the student will be monitored. Non-compliance with the compulsory school attendance law can result in referrals to juvenile court and/or the District Attorney's Office. Activities include but are not limited to:

1. Conduct residency and expulsion hearings
2. Evaluate home/school environments
3. Make and Document Parent Contacts
4. Address housing needs
5. Address medical and/or emotional needs
6. Utilize community agencies
7. Work with juvenile court
8. Verify addresses
9. Confirm affidavits
10. Visit schools and/or homes
11. Confer w/referring teachers/administrators
12. Assist with registration
13. Participate in SBLC meetings
14. Review extenuating circumstances
15. Check teacher roll books
16. Provide in-services
17. Work with students not enrolled in any school
18. Work with students with excessive absences
19. Continue follow-up when necessary
20. Issue work permits

### II. Compulsory Attendance Law

**A. Attendance Requirements** – State law and school board policy require that elementary students (K – 8<sup>th</sup>) be present a minimum of 160 days per year. Secondary students (grades 9 – 12) are required to be present a minimum of 80 days per semester. (LA Bulletin 741)

**B. Penalties** – Section 221 of Title 17 of the LA Revised Statutes states that the responsibility of a child's school attendance is placed with the child's parent or legal guardian. This responsibility includes awakening the child in sufficient time each morning and ensuring that the child, in fact, arrives at school at the appointed time. Any parent, guardian, or tutor found to be in violation of the compulsory school attendance law may be fined not more than two hundred-fifty dollars (\$250.00) and/or sentenced to thirty (30) days in jail. If the child is chronically absent from school, parents and/or child may be referred to **the District Attorney's office**.

### III. Attendance Standards

- A. Regular school attendance is expected of all students. These attendance requirements also apply to students who have been assigned to the Discipline Centers or Alternative Centers.
- B. Students shall attend school between 7 and 18 years of age. Students who enroll in kindergarten prior to their 7<sup>th</sup> birthday are subject to the attendance law. Students between 17 and 18 years of age may withdraw prior to graduation with written consent of parent, tutor or legal guardian. (R.S. 17:221) Act 59, an amendment to the Compulsory School Attendance Law, enacted as RS 17:221F of the First Extraordinary Session (2002) of the Louisiana Legislative session, provides that 16-year-old students, under certain conditions of waiver, may exit school to enroll in an adult education program approved

by the State Board of Elementary and Secondary Education or to enroll in a vocational-technical program (**conditions of waiver:** pregnant or actively parenting; incarcerated or adjudicated; institutionalized or living in a residential facility; chronic physical or mental illness; family and/or economic hardships). The student must attend the adult education center for 15 hours per week to meet attendance requirements. Locally established attendance requirements for the vocational-technical program in which students enroll must be met. These students, by enrolling in an adult education or

vocational-technical program and meeting the attendance requirements, will be considered in compliance with the compulsory school attendance law. This act became effective on January 20, 2003.

- C. As absences occur, a **written statement from a parent, legal guardian or physician** stating the reasons for the absences shall be given to proper school personnel **within five (5) school days after the student returns to school**. After the five (5) school days, the absences will have to be approved by the Supervisor of Child Welfare and Attendance. (*Refer to E.B.R. Student Rights and Responsibilities Handbook*).
- D. Students shall request makeup work for days missed due to excused absences or extenuating circumstances.
- E. Since tardies are related to a child's attendance in school, they will be addressed by the school's recommended tardy plan. (*Refer to E.B.R. Student Rights and Responsibilities Handbook*).  
➔ **Please note: Accumulated tardies cannot be transposed into an absence.**
- F. Check-in and check-out policy must fall within the school's guidelines. (*Refer to E.B.R. Student Rights and Responsibilities Handbook*).

#### IV. Excused Absences

- A. Students may be excused for whole or partial day absences for the following reasons:
  - 1. Personal illness
  - 2. Serious illness in the student's immediate family
  - 3. Death in the student's immediate family (Absences are not to exceed five school days.)
  - 4. Recognized religious holidays of the student's own faith
  - 5. Natural catastrophe and/or disasters.
- B. Students granted excused absences for the above reasons shall be allowed to make up any schoolwork that was missed.

#### V. Extenuating Circumstances

- A. Exceptions to the attendance requirements can be made only in the event of extenuating circumstances. The correct form must be completed.
- B. The Supervisor of Child Welfare and Attendance will verify these extenuating circumstances.

#### VI. State and Parish Attendance Mandates

Louisiana Statutes charge the Office of Child Welfare and Attendance with the responsibility of assuring that every school age child is in regular school attendance. This responsibility also includes filing charges to enforce the compulsory school attendance law when necessary, according to Act 109 (1964), as amended by Act 194 (1970), Act 777 (1975), and Bulletin 741 of the Board of Elementary and Secondary Education. The state mandates for the Office of Child Welfare & Attendance include but are not limited to:

- A. Enforce the Louisiana Compulsory School Attendance Law. (LA RS 17:221)
- B. Have all powers, duties, and responsibilities vested in attendance officers by the compulsory attendance laws of the state.
- C. Investigate cases of non-enrollment and/or unexcused absences for all children within the compulsory school attendance age. If no valid reason is found, the Office of Child Welfare and Attendance will make the necessary referrals to the court system.

- D. Give written notice to parents of children for non-enrollment or excessive unexcused absences to facilitate regular attendance and to promote compliance with the compulsory school attendance law.
- E. Visit the home or any other place in which the unexcused or non-enrolled child is likely to be found during school hours.
- F. Receive reports from the school system of any **unexplained, unexcused or illegal absences**.
- G. Receive the cooperation of all teachers and principals so that school records can be examined at reasonable times (LA RS 17: 232).
- H. File proceedings with the court system to enforce compulsory school attendance with the approval of the Superintendent (LA RS 17: 221).
- I. Act as a liaison between the school, the family and the community interfacing with various social agencies which could best meet the needs of the student and his/her family.

# **Attendance Recording Protocol**

# ATTENDANCE RECORDING PROTOCOL


**NOTE:** The official record of a child's attendance shall be the teacher's roll book. Teachers are required by state law to maintain these records accurately and in accordance with established procedures. These records are subject to review for up to three years; therefore, they must be kept on file at the school. The attendance of all pupils shall be checked each day and at the beginning of each class period. These attendance records are open to inspection by the Director of Child Welfare and Attendance or duly authorized representative, at all reasonable times. (Act 109 RS 17:232)

→ **NOTE:** The final roll book must be completed in black ink. Absolutely NO WHITE OUT OR SCRATCH OUTS in the attendance book.

## I. Official Attendance Recording Procedures

- A. Attendance recording must begin **the day school opens for students**. Students are marked absent until they enroll in school. The **only exception** to this policy will be students enrolling from **out of parish**.
- B. Temporary class rolls will be prepared by Information Systems for pre-registered students.
- C. Mark **E** for all students present on the first day for students.
- D. Students entering after the first day for students should be **marked absent until they enter**. Mark the official entry date with **E**.
- E. Add the name(s) of any student(s) not pre-printed to your roll.
- F. Record absences, etc. as follows:
  1. **Absent:** If a student is absent, record a "1" for the first day absent; a "2" for the second day; a "3" for the third day, etc. to keep a cumulative count during the **entire year** for elementary & middle school students. Attendance for high school students is cumulative **by semester**.
  2. **Excused absence:** *Circle* the number in the date square if the absence is excused.
  3. **Tardy:** If a child has already been recorded as absent and arrives late, place an "X" over the number. (example: ~~8~~ - next time use an 8)
  4. **Present:** No recording is necessary when a student is present.
- G. When new class rolls are received, insert them into your roll book. **DO NOT REMOVE OLD ROLLS. YOUR ATTENDANCE BOOK IS AN OFFICIAL DOCUMENT AND CAN BE SUBPOENED FOR USE IN A COURT OF LAW. KEEP ACCURATE RECORDS. THE SCHOOL SHOULD MAINTAIN THESE RECORDS FOR THREE (3) YEARS! ONLY ATTENDANCE DATA SHOULD BE IN THE ATTENDANCE BOOK.**

## II. Codes for use in Roll Book

- A. The following codes are suggested to maintain your roll book
  1. **E** is marked to denote "enter" on the first day a student attended (in grade section of roll book as well as the attendance section).
  2. **1, 2, 3, ...** Number absences in consecutive order.  the number if the absence is excused.
  3. **FT** = a field trip away from school. This is *not* counted as an absence since the child is on a school sponsored trip.
  4. **SA** = a school approved activity at school. This is *not* counted as an absence.
  5. **TOR** or **TR** = time out room or tardy room. This is *not* counted as an absence.
  6. **HB** = homebound during dates of **approved** homebound services.
  7. **X** = tardy. If a child has been marked absent and reports to class late, place X over the number representing the absence.

8. **DC** = discipline center. Mark **DC** in roll book in **pencil**. When documentation is received that proves the student attended the discipline center, mark **DC** in **ink**. If the student does not attend, change the **DC** to an **unexcused absence** indicated by an uncircled number.
  9. **T** = transferred *within the school* from one teacher's class to another.
  10. **D** = dropped on the date of withdrawal as notified by the office. Record the new school location where the student will enroll if known.
  11. **CO** = checkout. Mark the time of the checkout.
  12. **D** (dropped), **E** (entered), **T** (transferred) should be recorded in the grade section of roll book as well as the attendance section.
  13. All attempts should be made at the school site to establish the possible whereabouts of students who fail to show for classes. *If the child cannot be located*, complete the "No-Show" form on page 16 and submit to Child Welfare and Attendance after five days of "NO-SHOW" status. The CWA worker assigned to your school will investigate further and report their findings to the school administration.
- B. In middle and high school classes after 1<sup>st</sup> hour, a student whose name does not appear on the Daily Absentee Report is presumed to be either tardy for class, checked out, on approved school function, or cutting. These are all issues that should be addressed internally by established school procedure.

### III. Dealing with Absences

Each school should establish appropriate procedures to deal with students returning after an absence, to review excuses, to file excuses for future reference, to handle tardies, check-ins, and check-outs.

### IV. Referral Procedures

- A. Juvenile Services
  1. Referral to Families in Need of Services (FINS) can be initiated by the school or by the Office of Child Welfare and Attendance.
  2. The FINS referral form must be completed and forwarded to the FINS office at 8333 Veterans Memorial Boulevard, Baton Rouge 70807. This form can be obtained from any CWA employee. Document **ALL** attempts by the school to work with the family.
- B. Child Protection Referral for Suspected Child Abuse and/or Neglect
  1. **All** school personnel are required to immediately report suspected child abuse and/or neglect cases. If the abuser is believed to be a parent, guardian, legal custodian, or other caretaker, then the reports shall be made immediately to the local child protection unit of the Department of Social Services. (**Refer to page 28 for the form or to the EBRP School System Web site for the template.**) If the abuse is believed to be someone other than a "caretaker," then the report shall be made immediately to the appropriate law enforcement agency.
  2. The person who suspects child abuse or neglect has **the obligation** to report it. That person shall also promptly notify the principal or person in charge that a report has been made.
  3. If the initial report was in oral form, then a written report must be made within five days to the local child protection unit of the Department of Social Services, or to the local law enforcement agency if necessary. The form may be faxed to Child Protection. Be sure to ask for a written response.
  4. Any person other than the alleged violator reporting suspected cases of child abuse or neglect, who reports in good faith, shall have immunity from civil or criminal liability as provided by law.
  5. Interview procedures
    - a. If the abuser is believed to be a "caretaker" and the local child protection unit is investigating, the principal must verify the identification of the investigator upon arrival and ensure that the school's visitor's register is signed. School personnel are **not** to inform the parents of the impending investigation. It is the responsibility of the investigating agency to notify the parents under these circumstances.

- b. If the abuser is believed to be someone other than a “caretaker”, the appropriate law enforcement agency will investigate. The principal shall notify the parent(s) or guardian(s) of the impending investigation and, if the parent would like to be present, shall delay the questioning of the student until the parent can get to school. ***An investigating law enforcement officer should question no student who has allegedly been abused by someone other than a caretaker until the child’s parent or guardian has been notified and given an opportunity to be present.***
6. The principal or person in charge shall provide a private space for the interview with the child. The appropriate school personnel must be available at the school when an investigator is interviewing the child.
7. In cases where the student is removed from school:
  - a. The student(s) will be released only to the parent or caretaker or to a Child Protection investigator or law enforcement officer who has either a written or verbal court order.
  - b. The investigator shall attempt to contact the parent(s) or guardian before the child leaves the school. If contact is not made at that time, it is the agency’s responsibility to contact the parents or guardian at a later date.
8. Both state law and professional ethics dictate that confidentiality shall be maintained regarding the child’s name and situation. To safeguard the reputation of the family, it is imperative that all school officials keep knowledge of the report and investigation in confidence.
9. The appropriate school personnel shall be released to attend a multi-disciplinary staffing regarding the investigation with Child Protection when or if requested.
10. The appropriate school personnel shall document a work session held with faculty and staff members each year that reviews the policy and procedure for reporting suspected child abuse and neglect. For additional assistance school administrators may contact the following agencies:
  - a. Child Protection Hotline (925-4571) fax (925-6800) For In-Service information, contact Dru Thomas @ 925-6500
  - b. Prevent Child Abuse Louisiana (925-9520)
  - c. Family Services of Greater Baton Rouge (Counseling) (924-0123)
  - d. Office of Human Development/Division of Children, Youth, and Family Services 342-0510 or 342-0511)
  - e. Baton Rouge Police Department non-emergencies (389-3800)
  - f. East Baton Rouge Parish Sheriff’s Office (389-5000)

# Special Programs

## **SPECIAL PROGRAMS**

### **I. Truancy Prescott Center**

- A. The Truancy Center was opened in October of 1999 to provide prevention services to children who are at risk for becoming truants or dropouts. A truant is a student, 7 to 18 years of age, who does not attend school. Failure to attend school may occur with or without the permission or knowledge of parent or legal guardian. The student usually has no justifiable excuse for being absent from school.
- B. Location – The Prescott Truancy Center is located at 4013 Prescott Road, Baton Rouge, Louisiana 70805. The phone numbers are (225) 355-2363, (225) 354-0815 or FAX (225) 355-1376. Truants can be reported by calling between the hours of 7:00 a.m. and 3:30 p.m.
- C. Referral Procedures:
  1. Parent/guardian and the public are encouraged to call the Truancy Prescott Center and report any student suspected as truant during known school attendance hours.
  2. If a school has knowledge of a student being a truant, they may report the information to the Truancy Prescott Center or to their Child Welfare and Attendance contact person.
  3. Police officers will pick up school aged students that are found on the street during school hours. Police officers can call the Truancy Prescott Center or the attending school of the student if they cannot determine whether the student is truant.
  4. Once processing is completed, the student's parent is contacted and the child is immediately turned over to the parent or returned to school. The Truancy Prescott Center and Child Welfare and Attendance Offices make periodic follow-ups on these students and make referrals to the local district attorney's office or family court as needed.
- D. Penalties:
  1. Students who refuse to attend school on a regular basis without a legal excuse will be referred to Juvenile Services. If the student's attendance does not improve, his case could be brought before a juvenile court judge for further review.
  2. A parent/guardian who allows his/her children to miss school without a valid excuse is in violation of the compulsory school attendance law. The duty of the assuring school attendance is placed with the student's parent/guardian. Non-compliance may result in a referral to the district attorney's office.

### **II. Truancy Assessment & Service Center**

- A. The Truancy Assessment & Service Center (TASC) is a K – 5<sup>th</sup> Grade Program.
- B. The location is 9880 Hyacinth Avenue, and the phone number is 761-7242.
- C. Selected elementary schools are targeted to receive services for truant children and their families.
- D. Truancy Intervention Specialists are certified as FINS Officers and conduct conferences with parents/caregivers of children having attendance problems
- E. An Attendance Improvement Plan is developed with the parent/caregiver and monitored by TASC.
- F. Failure to comply with the Attendance Improvement Plan can result in a referral to Truancy Court.

### **III. Alternative Schools - Attendance is recorded and reported following the same guidelines as other schools.**

- A. Staring Education Center and Mohican Education Center
  1. Staring Education Center is located at 1919 Staring Lane. The phone number is 767-1477. Mohican Education is located at 4050 Tunica Street. The phone number is 356-6691.
  2. Basic Entrance Requirements for students:
    - a. Two years or more over age for the current grade placement
    - b. Academically deficient or performing below grade/skill level
    - c. A completed SBLC recommendation report
    - d. A completed application and interview at the school.

- e. Living in the appropriate attendance area: Staring Education Center's District is south of Choctaw from the Mississippi River to Airline Highway – down Airline Highway to Florida Boulevard to the parish line. Mohican Education Center's District is north of this line.
- 3. Parents will be notified of student's status and possible enrollment date.
- B. Valley Park Alternative School
  - 1. This program is for suspended or expelled students in grades 6 – 12. It is located at 4510 Balis Drive. The phone number is 926-7765.
  - 2. It is an approved high school and middle school serving students who have committed offenses resulting in long term suspension (11 – 20 days) or expulsion.
  - 3. The mission of the Valley Park Program is to educate suspended/expelled middle and high school students within the East Baton Rouge Parish attendance zone. Students are eligible to earn grades and Carnegie units.
- C. Mohican Elementary Alternative Center
  - 1. This center is located at 4050 Tunica Street and is for expelled students in grades kindergarten – 5<sup>th</sup> grade. The phone number is 356-6691.
  - 2. Students within the East Baton Rouge Parish attendance zone are eligible to earn grades.
- D. Northdale Academy
  - 1. Northdale Academy is a uniquely different school that provides 130 – 150 students from throughout the parish a second opportunity to earn a high school diploma. It is located at 10755 Cletus Drive. The phone number is 272-2036. Students are assigned to one of three educational programs: traditional, competency based, or GED preparation.
  - 2. Northdale Academy provides an alternative approach to learning for students who are at risk of dropping out, or have dropped out and are seeking a high school diploma.
  - 3. Students are placed in this school through application. The Northdale Review Committee determines eligibility based on at-risk criteria
- E. Arlington Preparatory Alternative Program
  - 1. This program is located at the Arlington Preparatory Academy, 931 Dean Lee Drive. The phone number is 766-8188. It is an alternative program for at-risk 9<sup>th</sup> – 12<sup>th</sup> grade students who are not successful in their current setting.
  - 2. The mission of the Arlington Preparatory Alternative Program is to provide a small, non-traditional learning environment for 9<sup>th</sup> – 12<sup>th</sup> grade students who are at-risk of dropping out of school.
  - 3. Students are placed in the program when the referring school makes a request to the review committee to determine eligibility. Parental consent is required for students to attend.
- F. Baton Rouge Preparatory Alternative School
  - 1. The Baton Rouge Preparatory Alternative School is located at 5959 Cadillac Street. The phone number is 356-0256. This is a program for at-risk students in grades 9 – 12 who are not successful in their current setting. Its mission is to prepare these students to re-enter the regular school setting with the goal of earning a high school diploma and to prepare these students for independent living. Thirty-five students can be accommodated at the school.
  - 2. For a student to be placed in the school, the referring school makes a request through the review committee that determines eligibility. Parental permission is required.
- G. Baton Rouge Juvenile Services – Detention Center
  - 1. Juvenile Services is a program for juvenile offenders and is located at 8333 Veterans Memorial Boulevard. The Detention Center is a lock-up facility for regular and special education students ages 10 - 17. City Parish Government operates the center; however, the educational services are provided by the East Baton Rouge Parish School System.
  - 2. Students are placed in this facility as a result of court proceedings.

### **III. Discipline Centers**

- A. Elementary school principals can assign students to the elementary discipline center by following the established procedures. Attendance at the Elementary Discipline Centers is required during the time

of suspension so that the student receives credit for the official attendance record at his/her home school. The teacher marks the attendance book with **DC** in pencil instead of a number for an absence during the dates of suspension. If a child does not attend the discipline center, the **DC** is changed to a number denoting the continuation of unexcused absences. If the student does attend and the discipline center submits documentation of attendance, **DC** shall be changed from pencil to ink with no number assigned. Days spent at a discipline center do **not** count as absences.

- B. Middle and high school principals can assign students in grades 6 – 12 to the appropriate discipline center located at various points throughout the parish. The home school administrator determines referrals to a Discipline Center. The parent or legal guardian must be notified. The same aforementioned attendance standards are expected.
- C. Discipline Centers are located at the following locations:

#### **ELEMENTARY**

##### **Mohican Center**

4050 Tunica Street

Phone: 357-1437

FAX: 357-1432

##### **Mayfair Center**

9880 Hyacinth Avenue

Phone: 761-6921

FAX: 761-6921

#### **MIDDLE & HIGH CENTERS**

##### **Capital Middle Center**

4200 Gus Young Avenue

Phone: 344-7192

FAX: 344-9033

##### **Capitol High Center**

2550 Bogan Walk

Phone: 336-9988

FAX: 336-9988

##### **Flannery Road Center**

1097 Flannery Road

Phone: 273-1537

FAX: 273-1607

##### **Greenwell Springs Road**

9974 Greenwell Spring Road

Phone: 274-9541

FAX: 274-9829

##### **Hooper Road Center**

13567 Hooper Road

Phone: 261-0282

FAX: 261-6175

##### **Rosenwald Center**

2611 Dayton Drive

Phone: 356-1463

FAX: 356-1463

##### **Valley Park Center**

4510 Bawell Street

Phone: 927-4597

FAX: 927-4597

#### **IV. Homebound Services**

- A. Information on Homebound Services can be obtained by calling 226-3661 FAX 226-3630. The administrative office is located at 2875 Michelli Drive, Room 29 at Choctaw Administrative Center.
- B. A student is eligible for homebound services if he/she will be out of school due to illness or injury. The School Building Level Committee must meet and complete the information **at the school site** necessary to process the application for services. For long term regular education students on homebound, a “Section 504 Individualized Accommodation Plan (IAP)” must be attached for spring testing. A physician must sign the original application form to verify the illness or injury. The school site must then forward all completed information in the application process to the Homebound Office.
- C. If the application is approved, a homebound teacher is assigned.
- D. Students on homebound status receive credit for school attendance. The date that homebound services begin should be recorded in the homeroom teacher’s attendance book. The date that the child re-enters school from homebound should also be noted.

#### **V. Homeless Children & Youth**

- A. Louisiana laws relative to school attendance and BESE Policy do **not** require a permanent address as a condition for enrollment. Revised Statute 17:226 addresses “*extenuating circumstances*” that must

be verified by Supervisors of Child Welfare and Attendance. Many of these students have extenuating circumstances that have forced them into a crisis situation.

- B. Laws, regulation, practices or policies should not act as barriers to the enrollment, attendance or school success of homeless children. Issues that hamper enrollment of homeless children such as residency requirements, immunization records, transfer/school records, birth certificates, free/reduced lunch, school fees and guardianship are addressed under Louisiana law and BESE policies. (LA RS 17:238 Board of Elementary and Secondary Education, 1.012.00-1.012.05 and 2.012.00-2.012.04)
- C. Assistance with homeless children and youth can be obtained by calling Choctaw Administrative Center located at 2875 Michelli Drive @ **226-3445**.

## **VI. Home School**

- A. Parents may opt to enroll their children in “home school.”
- B. Applications for Home School can be obtained by contacting Sue Millican, Home School Coordinator, at 342-3724.
- C. The completed application along with a copy of the child’s birth certificate must be returned to the Louisiana Department of Education.
- D. The Louisiana Department of Education submits a list of all students enrolled in home school to the Office of Child Welfare & Attendance every three months. School officials can contact CWA for further information.

## **VII. Adult and Continuing Education**

- A. The Adult & Continuing Education Department offers services to adults 17 and over not enrolled in school in numerous locations throughout East Baton Rouge parish.
- B. Most programs are free of charge, the hours are flexible, and the lessons are self-paced.
- C. Services include
  - Reading, math, & language review
  - GED Test Preparation & GED testing (fee required for testing)
  - Computer Software Applications Tutorials
  - Keyboard Tutorial
  - English as a Second Language
  - Reading Tutors through Literacy Partners
- D. Adult & continuing education is a service for individuals planning a new career, going back to school, or for those who want to help children with their homework
- E. For additional information and location of centers, call 226-7631.

## **VIII. PRE-GED/Skills Options Program**

- A. The Options Program is an alternative to regular education Students enrolled in this Exit Option can receive a Louisiana High School Equivalency Diploma by passing the GED Test and/or a Skills Certificate by completing certificate requirements rather than a standard Louisiana High School Diploma.
- B. The purpose of the program is to provide a path for over-aged students who cannot earn a regular high school diploma within the standard four year period. Career information is also provided as well as training so that students have the skills to earn gainful employment upon graduation. Students may choose to pursue completion or partial completion of certification in one or several work-based skills areas.
- C. Student eligibility: students must be 16 years of age or older or must turn 16 by the end of the year and meet one of the following criteria:
  1. Failed 8<sup>th</sup> grade LEAP 21 English Language Arts or Math for one or more years
  2. Failed English Language Arts and/or math, and science or social studies portion of the GEE
  3. Earned not more than 5 Carnegie units by age 17, not more than 10 Carnegie units by age 18, and not more than 15 Carnegie units by age 19
  4. Participated in alternative assessments
  5. Demonstrated limited English proficiency

# Agencies of Benefit to Students & Families

## Agencies of Benefit to Students and Families

AGENCY	ADDRESS	PHONE NUMBER
<b>BEHAVIORAL &amp; MENTAL HEALTH SERVICES</b>		
Family Service of Greater Baton Rouge The Parenting Center Program	4727 Revere Avenue, Baton Rouge, LA 70808	225-924-0123 225-924-0123
Greenwell Springs Mental Health Hospital (Adults) Evolutions Day Treatment Program (Children)	23260 Greenwell Springs Rd., B. R., LA 70739	225-261-2730 225-262-3523
Baton Rouge Crises Intervention Center The Phone (24 Hour Crises Line)	4837 Revere Ave., Baton Rouge, LA 70808	225-924-1431 225-924-3900
Baton Rouge Mental Health Center-Adult Unit Child & Adolescent Behavioral Health Services	4615 Government St., Baton Rouge, LA 70806	225-925-1909 225-922-0445
Earl K. Long/LSU Mid City ADHD Clinic EKL/LSU Adolescent Behavioral Clinic	1401 North Foster Dr., Baton Rouge, LA 70806	225-987-9147 225-987-9147
Earl K. Long Adult Psychology EKL Single Point of Entry (Crises/Emergency)	5825 Airline Hwy., Baton Rouge, LA 70805	225-358-1105 225-358-1154
LOL Mental & Behavioral Adolescent Unit COPE – 24-Hour Crises Assessment & Referral	5000 Hennessy Blvd., Baton Rouge, LA 70808	225-765-8900 225-765-8900
SMAURTH Counseling & Consulting Service Center for Psychological Health Care	(In-School & In-Home Counseling) 861 Main Street, Baton Rouge, LA 70802	225-778-0675 335-383-3013
HCI Counseling & Rehabilitative Services The Care Center	1701 Main Street, Baton Rouge, LA 70802 628 Saint Louis Street, Baton Rouge, LA 70802	225-336-5461 225-346-0121
Medical Management Options	4428 North Blvd., Baton Rouge, LA 70806	225-334-9063
Interagency Service Coordination Process (for child & youth) Contact Person: Doug Leyda	4615 Government St. Building 2 Baton Rouge, LA 70806	925-73976
<b>PRE-NATAL CARE</b>		
Woman's Hospital	9050 Airline Hwy., Baton Rouge 70815	225-924-8456
East Baton Rouge Parish Health Unit	353 North 12 <sup>th</sup> Street, Baton Rouge, LA 70802	225-242-4861
Family Road – Healthy Start	East Airport, Baton Rouge, LA 70806	225-201-8888
<b>GENERAL SERVICES INFORMATION</b>		
Baton Rouge Housing Authority	4546 North Street, Baton Rouge 70806	225-923-8152
CAWSC (Community Assn. for the Welfare of Sch. Children)	440 North Foster Drive, Baton Rouge 70806	225-924-7506
East Baton Rouge Parish Welfare Office	1885 Wooddale Blvd., Baton Rouge 70806	225-922-3000
East Baton Rouge Parish Food Stamp Office	1885 Wooddale Blvd., Baton Rouge 70806	225-922-3000
East Baton Rouge Parish Health Unit	353 North 12 <sup>th</sup> Street, Baton Rouge 70802	225-242-4861
Health Care Centers in Schools	7055 Glen Oaks Dr. Baton Rouge, LA 70812	225-355-7284
Louisiana Kid Med Health Center – Main	5700 Florida Boulevard, Baton Rouge 70806	225-928-9683
Louisiana Kid Med Health Center – North	5151 Plank Road, Baton Rouge 70809	225-356-2006
Louisiana Kid Med Health Center – South	9335 Burbank, Baton Rouge 70820	225-767-3800
Family Road	323 E. Airport, Baton Rouge 70806	225-201-8888
The United Way	700 Laurel Street, Baton Rouge 70802	225-383-2643
Children's Special Health Services (Medical Services for Children w/Special Needs)	353 North 12 <sup>th</sup> Street, Baton Rouge, LA 70802	225-242-4890
Advocacy Center for the Elderly & Disabled	2704 Wooddale Blvd. Baton Rouge, LA 70805	225-925-8881
<b>ALTERNATIVE SCHOOLS</b>		
Arlington Preparatory Academy	931 Dean Lee Drive, Baton Rouge 70820	225-766-8188
Baton Rouge Preparatory Academy	5959 Cadillac Street, Baton Rouge 70711	225-356-0256
McAuliffe Adult Learning Center	12000 Goodwood Blvd. Baton Rouge 70815	225-226-7631
Mohican Education Center	4050 Tunica Street, Baton Rouge 70805	225-356-6691
Northdale Academy	10755 Cletus Drive, Baton Rouge 70815	225-272-2036
Staring Education Center	1919 Staring Lane, Baton Rouge 70810	225-767-1477
Valley Park Alternative Center	4510 Bawell Street, Baton Rouge 70808	225-926-7765
East Baton Rouge Parish P.M. Academy	9880 Hyacinth Baton Rouge 70810	
<b>ADULT LEARNING CENTERS</b>		
Rosenwald Adult Learning Center	2611 Dayton Street, Baton Rouge 70805	225-35-8678
Valley Park Adult Learning Center	4510 Bawell Street, Baton Rouge 70808	225-926-9601
Christa McAuliffe	12000 Goodwood Boulevard 7 Baton Rouge 70815	225-226-7631
Baker	Baker High School Campus (Epperson Street Entrance)	225-775-8159

Leo S. Butler Community Center	950 E. Washington Street Baton Rouge 70802	225-389-4860
North Baton Rouge Women's Help Center	7515 Scenic Highway Baton Rouge 70805	225-356-1101
Staring Education Center	1919 Staring Lane Baton Rouge 70810	
LSU Campus	Himes Hall Rooms 9 & 10 Baton Rouge	225-578-8419
Family Road	323 E. Airport Baton Rouge 70806	225-201-8888
Mayfair Adult Learning Center	9880 Hyacinth Avenue 70820	225-766-6399
<b>OPTION 3 PREGED SITES</b>		
<b>On Campus Sites:</b>		
• Baton Rouge Preparatory	5959 Cadillac Street 70811	225-356-0256
• McKinley High	800 E. McKinley Street 70802	225-344-7696
• Robert E. Lee High	1105 Lee Drive 70808	225-383-7744
• Capitol Pre-College Academy for Boys	1000 North 23 <sup>rd</sup> Street 70802	225-343-0745
<b>Off Campus Site:</b>		
• Science Resource Center	3000B North Sherwood Forest Drive Baton Rouge 70814	225-273-1319
<b>JUVENILE COURT SYSTEM</b>		
FINS (Families in Need of Services)	8333 Veterans Memorial Blvd. Baton Rouge 70807	225-356-4471
<b>HOME SCHOOL</b>		
Louisiana Dept. of Education – Home School	1201 North Third Street – Claiborne Building	225-342-3724
<b>BIRTH CERTIFICATES</b>		
Vital Records	353 North 12 <sup>th</sup> Street Baton Rouge	225-342-1930
<b>MEDICAL INSURANCE</b>		
LaCHIP		1-877-252-2447
<b>PRE-K PROGRAM</b>		
Wyandotte Center	2525 Wyandotte Street Baton Rouge 70805	225-355-6197
<b>HELP WITH ABUSE</b>		
Child Protection Hotline	160 South Ardenwood Baton Rouge, LA 70806	225-925-4571
Battered Women's Program	P.O. Box 52809 Baton Rouge, LA 70892	225-389-3001
Stop Rape Crisis Center	233 St. Ferdinand St. Baton Rouge, LA 70802	225-383-7273
Substance Abuse Center	4615 Government St. Baton Rouge, LA 70806	225-922-0050
Baton Rouge Detox Center	1819 Florida St. Baton Rouge, LA 70802	225-389-3325
Springs of Recovery for Adolescent (In-Patient)	233260 Greenwell Springs Rd, GWS, LA 70739	225-262-3554
Capitol Area Ctr. For Addictive Disorders (Youth)	4615 Government St., Baton Rouge, LA 70806	225-922-0445
Capitol Area Ctr. For Addictive Disorders (Adults)	4615 Government St., Baton Rouge, LA 70806	225-922-0050
Behavioral Health of Baton Rouge (Adult Detox)	3600 Florida Blvd., Baton Rouge, LA 70806	225-387-7900
Gateway Adolescent Center (In-Patient)	6 Meadow Lane, Pineville, LA 71360	318-484-6898
I CARE (E.B.R. School System)	4070 Tunica St., Baton Rouge, LA 70805	225-226-2273
LOL Tau Adolescent Unit	5000 Hennessy Blvd., Baton Rouge, LA 70808	225-765-8900
FREE INDEED (Adolescent Intensive Out-Patient Clinic)	2414 Bunker Hill Dr., Suite A, B. R., LA 70808	225-924-1910
<b>BASIC NEEDS</b>		
• <b>Clothing</b>		
Salvation Army Thrift Store	7361 Airline Highway Baton Rouge 70805	225-355-4483
Shiloh Baptist Church Bargain Center	945 Eddie Robinson Drive Baton Rouge 70802	225-343-9300
Volunteers of America of Greater Baton Rouge	3765 Government Street 70806 (Administrative Offices)	225-387-0061
St. Vincent de Paul Thrift Store	2655 Plank 70805	225-356-5158
Delmont Service Center	3535 Riley Street (Administrative Offices)	225-389-5464

<b>• Food</b>		
Broadmoor Methodist Church – Southeast Ministries	10230 Mollylea Baton Rouge 70815	225-924-5122
St. Paul Center	3912 Gus Young Avenue 70802	225-344-8590
United Way Information Line	Referral to nearest food pantry	211
St. Louis King of France (Vouchers for Food, Clothing, etc)	2121 North Sherwood Forest Blvd. Baton Rouge 70815	225-275-7280
St. Vincent de Paul Dining Room	220 St. Vincent de Paul Place Baton Rouge 70802	225-383-7439
<b>• Shelters</b>		
American Red Cross (assistance may be provided if all other are full)	10201 Mayfair Baton Rouge 70809	225-291-4533
St. Vincent de Paul Shelter for Men	1623 Convention St. Baton Rouge 70802	225-387-7837
St. Vincent de Paul Shelter for Women & Children (Sweet Dreams)	1623 Convention St. Baton Rouge 70802	225-387-7837
Battered Women’s Shelter (available for battered women & children)		225-389-3001
Myriam’s House (homeless women only)	955 McClung Baton Rouge 70802	225-334-0662 ext. 26 or 27
Missionary of Charity St. Agnes Emergency Shelter (women & children under 6 years of age)	737 East Blvd. 70802	225-383-8367
VOA America House (single women & homeless families)	827 America Street Baton Rouge 70802	225-381-7955
<b>• Financial</b>		
Catholic Community Services	1800 South Acadian Thruway (Emergency Assistance)	225-336-8770
Downtown Christian Outreach	412 North Street (St. Joseph’s Cathedral)	225-343-7364
M. L. K. Community Center	4000 Gus Young Avenue 70802	225-389-7804
Leo S. Butler Community Center	950 E. Washington Street 70802	225-389-4814
Office of Family Support	755 North 3 <sup>rd</sup> Street (Information Line)	225-342-2342
<b>LEGAL SERVICES</b>		
Public Defender	300 Louisiana Avenue 70802	225-389-3150
Baton Rouge Pro Bono Project/Bar Assn.	544 Main Street 70801	225-344-4803
Capital Area Legal Services	200 North 3 <sup>rd</sup> (at Convention) call on Monday 9:30 – 12:00 noon) call only – no personal appearances; Michael Promise	225-387-5173
<b>GRANDPARENTS RAISING GRANDCHILDREN RESOURCES</b>		
Urban Villa Grandparent Housing	7325 Caprice Drive, Baton Rouge, LA 70811	225-357-8883
Kinship Care Subsidy Program	1919 North Blvd., Baton Rouge, LA 70802	225-219-1500
Grandparents Raising Grandchildren Information Center of Louisiana, Inc.	7325 Caprice Drive, Baton Rouge, LA 70811 Contact: Rosemary Davis	225-342-7030
Grandparents Raising Grandchildren Support Group –Facilitator: Rose Doolittle	4322 Plank Rd., Baton Rouge, LA 70805 (Meets every 3 <sup>rd</sup> Friday @ 10:00 A.M.)	225-775-4164
Grandparents Raising Grandchildren Support Group--Facilitator: Dot Thibodeaux	323 E. Airport Avenue, Baton Rouge, LA 70806 (Meet every 4 <sup>th</sup> Thursday @ 10:00 A.M.)	225-355-5442

**\*\*NOTE: Catholic churches generally only provide assistance to families living within their parish boundary lines. Call the Catholic church nearest the family needing assistance.**

# **Work Permit Information**

## **Enrollment Information**

## **FINS Information**

DOCUMENTS NEEDED  
FOR STUDENT WORK PERMIT  
(ages 14 – 17)

- ◆ Student must be present
- ◆ Intention To Employ Form (furnished by employer, parent's signature required on form)
- ◆ Student's birth certificate or driver's license

**WORK PERMITS MAY BE OBTAINED FROM**

◆ ANY PUBLIC HIGH SCHOOL

**OR**

- ◆ THE CHILD WELFARE & ATTENDANCE OFFICE  
CHOCTAW ADMINISTRATIVE CENTER  
2875 MICHELLI DRIVE -- ROOM 11  
226-3463 OR 226-3449



## Information on School Enrollments

→ **Students transferring to your school from another East Baton Rouge Parish public school** should present proper proof of address and a drop slip. Receiving schools should request cumulative records immediately from the previous school for a copy of the birth certificate, social security card, immunization information, report cards, and test data. **Students should not be denied enrollment if they do not have these items;** however, if the birth certificate, social security card and immunizations records are **not** in the cumulative records, you should notify the parent immediately about the missing items. Please adhere to the time frame mentioned below\* for obtaining a copy of the birth certificate from the parent if needed. The Office of Child Welfare & Attendance (226-3463) is available to assist the school in obtaining these documents if necessary.

### **ENROLLMENT DOCUMENTS NEEDED:**

- Two **current** proofs of address including:
    1. Utility bills (issued within the last 30 days) in the name(s) of the parent(s) such as Entergy or DEMCO, water/sewer, cable bill, or telephone bill
    2. Current lease (typically current for 6 months to 1 year – check the terms on the document) in the name(s) of the parent(s)
    3. Two proofs can be a combination of the current lease and a current bill
  - Drop slip from previous school
- 

**Students coming from other parishes or other states** should have a copy of the previous report card indicating grade level. Not all school systems issue “drop slips” as we know them. If a child does not have a report card or a drop slip, make every attempt to contact the previous school and have the information faxed as soon as possible. You can also request a copy of the most recent test scores. Many school systems close during the summer months and do not have staff members present to respond immediately to your requests. If you have difficulty getting records for a student, please contact the Office of Child Welfare & Attendance at 226-3463, and we will assist you. We can often contact the school system district office and obtain verification of information needed for enrollment.

**Students coming from other parishes or other states** should also have **PROPER ENROLLMENT DOCUMENTS:**

- Two **current** proofs of address including:
  1. Utility bills (issued within the last 30 days) in the name(s) of the parent(s) such as Entergy or DEMCO, water/sewer, cable bill, or telephone bill
  2. Current lease (typically current for 6 months to 1 year – check the terms on the document) in the name(s) of the parent(s)
  3. Two proofs can be a combination of the current lease and a current bill
- Birth Certificate\*
- Social Security Card\*\*
- Immunization Records

\*Bulletin 741 allows a student to enroll for 15 days without a copy of a Louisiana birth certificate or 30 days if a child is missing a copy of an out of state birth certificate. The parent can contact the Office of Child Welfare & Attendance for information on getting birth certificates from Louisiana or any other state. Please note that Bulletin 741 states that a birth card issued in Louisiana is acceptable in place of a birth certificate.

\*\*Students without social security cards can be assigned a student identification number according to Bulletin 741.

### **ITEMS NOT ACCEPTED AS PROOF OF ADDRESS:**

- Driver’s License
- Bank Statements
- Credit Card Bills
- Medical Statements

**If parents are unable to provide the documents needed to register** (other than birth certificate & social security card as mentioned above), are living with someone and have no bills in their name, have a custody problem, etc., please send them to Child Welfare & Attendance. Provide the parents with a list of all documents needed found on the next page of this booklet. Ask the family to **read the document carefully** before coming.

**DOCUMENTS NEEDED FOR PROOF OF RESIDENCE**  
***READ CAREFULLY***

**If the parent *and* child(ren) reside with someone else, you will need to provide the following documents: (please bring with you)**

- ◆ Notarized Affidavit of Residency (**purchase at a notary's office**) *Include the name of everyone in the home on the affidavit.*
  
- ◆ Picture I.D. of the person with whom you are residing. (If the bills are not in the name of the person with whom you are living, **bring the bill and the ID** of that person, also. If the bill is in the name of a deceased person, bring the obituary/ funeral program or death certificate)
  
- ◆ Two (2) different types of current utility bills (issued within the last 30 days) in that person's name/address; the bills can be any two (2) types of utilities: electric, telephone, water/sewer or cable

**OR**

**Current lease and one current bill if bills are not paid by lease**

- ◆ Parent's picture I.D.
  
  - ◆ New Student To E.B.R. School System: birth certificate or social security card
- 

**If the child will reside with someone *other than the parent*, you will need the following documents:**

- ◆ Legal custody – document signed by a judge (**NOT provisional custody obtained at a notary**)
  
- ◆ Picture I.D. of the person awarded custody
  
- ◆ Two (2) different, current utility bills (bills issued within the last 30 days) in that person's name/address; the bills can be any two (2): utility, telephone, water/sewer or cable only

**OR**

**Current lease and one bill if bills are not paid by lease**

- ◆ New Student To E.B.R. School System: birth certificate or social security card

# **FINS REFERRALS**

Families In Need of Services (FINS) Referrals can be completed by school personnel for middle & high school students up to the age of 16. Child Welfare & Attendance employees also complete referrals. Check with your assigned CWA employee to see if he/she has already completed a referral to Juvenile Services. The referral form is available on the EBRP web site as a template. When the form is completed, make a copy for your records and forward to Juvenile Services, 8333 Veterans Memorial Boulevard, Baton Rouge, LA 70807.

## **Who should be referred to FINS?**

- Students who are ungovernable
- Students who are consistently truant
- Students who have repeatedly violated school rules
- Student is a runaway
- Families who are dysfunctional and you feel the parent has caused, encouraged or contributed to the problem
- Families in which the parent has failed to attend school meetings set up with the teacher, principal, or other school employees to discuss the child's problems.

## **What happens when a family is referred to FINS?**

- The referral is reviewed by an intake officer.
- The family is mailed a letter with an appointment date to go to Juvenile Services for an interview.
- The intake officer interviews the child and family. An assessment instrument will be administered to the child. If the results of the interview & assessment indicate that the child/family would benefit from FINS services, the case is referred to a FINS officer.
- The FINS officer completes an informal family service plan agreement with the family to address the problems.
- The family can be ordered to attend a mandatory conference with a number of agencies present. Another plan of action is written to address the problems. Failure to comply with this agreement will result in a petition to juvenile court.

# **Forms**

**Extenuating Circumstances**

**No Show**

**Child Abuse Reports**

**Homeless**

**Items Needed for a Hearing**



# CHILD WELFARE & ATTENDANCE

East Baton Rouge Parish School System  
2875 Michelli Drive, Baton Rouge, LA 70805  
Phone (225) 226-3463 FAX (225) 226-3696

Sherry Cannon, Director  
Email: [scannon@ebrschools.org](mailto:scannon@ebrschools.org)

## EXTENUATING CIRCUMSTANCES

Name of Student: \_\_\_\_\_ SS# of Student: \_\_\_\_\_

Name of School: \_\_\_\_\_ Grade of Student: \_\_\_\_\_

School Year: \_\_\_\_\_ Semester: (High School only – CIRCLE ONE) FALL SPRING

Does this request involve absences for summer school/extended school year? YES NO

Elementary/Middle: (answer for your level only) Has the child repeated a grade? \_\_\_\_\_ When? \_\_\_\_\_

Circle One: Regular Education Special Education

Number of **excused** absences: \_\_\_\_\_ Number of **unexcused** absences: \_\_\_\_\_

After a review of the attendance information for the above named student:

extenuating circumstances are **GRANTED**

extenuating circumstances are **DENIED**

\_\_\_\_\_  
School Representative

\_\_\_\_\_  
Child Welfare & Attendance Representative

\_\_\_\_\_  
DATE

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**☒ PLEASE NOTE:** Any **System Level Request** for promotion must have an approval letter of Extenuating Circumstances attached if the student did not meet attendance requirements.

According to the **Louisiana Handbook for School Administrators, Bulletin 741**  
p. 47:

“In order to be eligible to receive grade, high school students shall be in attendance a minimum of **80** days per semester or **160** days a school year for schools not operating on a semester basis. Elementary students shall be in attendance a minimum of **160** days a school year.”

p. 48:

“The only exception to the attendance regulation shall be the enumerated extenuating circumstances that are verified by the Supervisor of Child Welfare & Attendance. (refer to RS 17:226) Students who are verified as meeting extenuating circumstances and therefore eligible to receive grades shall not receive those grades if they are unable to complete make up work or pass the course.”

p. 49

“The days absent for elementary and secondary students shall include temporarily excused absences, unexcused absences and suspensions.” Therefore, a child who does not meet the attendance requirement for his/her grade level must be granted extenuating circumstances to be eligible to receive grades and be promoted.

# PARENT REQUEST EXTENUATING CIRCUMSTANCES FORM

**NOTE:** This form **MUST** be completed if your child did not meet the attendance requirements:  
(**160 days** for Elementary and Middle school students and **80 days** per semester for High School students).

Student's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ SS# \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Other) \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Address: \_\_\_\_\_

\*\*\*\*\*

## ATTENDANCE HISTORY

NUMBER OF ABSENCES: \_\_\_\_\_ Excused \_\_\_\_\_ Unexcused \_\_\_\_\_

**Please attach a copy of your child's Report Card.**

<b>REASON(S) FOR ABSENCES (Please circle specific reason(s))</b>	<b>DOCUMENTATION REQUIRED (Please attach paperwork)</b>
Illness (Student or Immediate Family)	Doctor's excuse Hospital/Medical Forms Detailed written statements from parent or guardian (required)
Discipline	Discipline Center Form Discipline Center Attendance Report
Other *Death of a close family member *Family Crisis	Written statements explaining situations

*For Office Use Only*

Date received in CWA: \_\_\_\_\_

I. Approved: \_\_\_\_\_ Date: \_\_\_\_\_

II. Denied: \_\_\_\_\_ Date: \_\_\_\_\_  
Reason: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Notified of Decision

**Parental request MUST be received within two (2) weeks after the close of school for Elementary and Middle School Students and two (2) weeks after the end of each Semester in question for High School Students. Please submit to the Office of Child Welfare & Attendance, 2875 Michelli Drive St., Baton Rouge, LA 70805. For further information, please call 226-3463.**

## NO-SHOW REPORTING FORM TO CHILD WELFARE & ATTENDANCE

School officials should make every attempt to locate any child on their printed roll that fails to show for class when school begins in August. Suggested methods for locating “no-shows” include calling phone numbers from registration or school forms, making home visits to the last known address, contacting relatives/neighbors of the child who may attend your school, etc. After attempts by the school to locate the child have failed and the child has missed ***FIVE CONSECUTIVE DAYS***, complete the form below and FAX to Child Welfare & Attendance at 226-3696. If you have questions, please call 226-3463. The Child Welfare & Attendance employee assigned to your school will follow up in an attempt to locate the child and issue a report to the referring school.

Name of School: \_\_\_\_\_

<b>➔ Full Name of Student</b>		
SS#	DOB	Entering Grade Level
Name of Parent/Guardian		
Last known address & Phone number(s)		
Action Taken by School to locate “no-show”		
Report to school by Child Welfare & Attendance		

<b>➔ Full Name of Student</b>		
SS#	DOB	Entering Grade Level
Name of Parent/Guardian		
Last known address & Phone number(s)		
Action Taken by School to locate “no-show”		
Report to school by Child Welfare & Attendance		

Duplicate form as needed

**SUSPECTED CHILD ABUSE AND NEGLECT REFERRAL**

**TO: OHD/DCYFS Child Protection Office HOTLINE: 925-4571 (Info Line 925-6500)**  
**Post Office Box 1588**  
**Baton Rouge, Louisiana 70809 Rouge, Louisiana 70821 FAX 925-6800**

**Name of Reporter:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**NAME OF CHILD:** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Sex:** \_\_\_ M \_\_\_ F **Race: Black** \_\_\_ **White** \_\_\_ **Hispanic** \_\_\_ **Other** \_\_\_

**Name of child's parent or guardian:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**The nature, extent, or circumstance of the abuse or neglect:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OTHER INFORMATION IF AVAILABLE**

**Child's family composition:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**How reporter learned about the abuse or neglect:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Explanation of injury or condition offered by the child, the caretaker, or any other person:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Any other relevant information:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name of person or persons who are thought to have caused or contributed to the condition:**

\_\_\_\_\_  
\_\_\_\_\_

**OCS: Please respond to reporter with a written report. Thank you.**  
(This form is available as a template on the EBRP School System Web site.)

**EAST BATON ROUGE PARISH PUBLIC SCHOOLS  
 EDUCATIONAL SERVICES FOR HOMELESS/TRANSITIONAL STUDENTS  
 CONFIDENTIAL REFERRAL FORM**

Date \_\_\_\_\_

Student \_\_\_\_\_ (M / F) Parent/Guardian \_\_\_\_\_

Present School \_\_\_\_\_ Grade \_\_\_\_ Spec. Ed (Y / N) D.O.B. \_\_\_\_\_

SS# or ID # \_\_\_\_\_ Phone Number \_\_\_\_\_

Age \_\_\_\_\_ Race \_\_\_\_\_ Previous School Attended \_\_\_\_\_

Temporary Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**THIS FORM IS TO BE COMPLETED ON HOMELESS/TRANSITIONAL STUDENTS\***

Referring Person \_\_\_\_\_ Position \_\_\_\_\_


Reason for referral: Problems listed below often prevent homeless children and youth from attending school. Please check the areas of concern which apply to the student identified above.

- \_\_\_ Student lacks a permanent residence
- \_\_\_ Student is unable to pay school fees
- \_\_\_ Immunizations are needed
- \_\_\_ A birth Certificate is needed
- \_\_\_ Excessive absences are a problem
- \_\_\_ Lacks academic records and/or documentation
- \_\_\_ Academic problems indicate a need for tutoring
- \_\_\_ School supplies are needed
- \_\_\_ Transportation to school is a problem
- \_\_\_ Student/family needs assistance accessing community resources
- \_\_\_ Transportation to school is a problem
- \_\_\_ Student/family needs assistance accessing community resources
- \_\_\_ Behavior indicates a need for mental health counseling
- \_\_\_ School uniform is needed
- Sizes: Shirt \_\_\_\_\_ Pants \_\_\_\_\_
- \_\_\_ Free lunch form has not been returned
- \_\_\_ Health problems are indicated
- \_\_\_ Guardianship is a problem

*Check all that apply:*

*Lives with:*

- \_\_\_ other family
- \_\_\_ substandard housing
- \_\_\_ mom      \_\_\_ dad
- \_\_\_ other     \_\_\_ self
- \_\_\_ highly mobile
- \_\_\_ resides in a shelter
- \_\_\_ doubled up



COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Other children in the home (Use back if needed) \_\_\_\_\_

**NOTE:** Return this form to Ms. Carolyn Coleman, Homeless Liaison for East Baton Rouge Parish Schools via pony to Istrouma Middle or FAX.

**PHONE: 226-3445**

**FAX: 226-3696**

Signature: \_\_\_\_\_  
 Principal/Counselor/Designated Contact Person

\_\_\_\_\_  
 Homeless Liaison's Signature\*

\*LIAISON'S SIGNATURE INDICATES STUDENT(S) MEET MCKINNEY-VENTO REQUIREMENTS

## OFFICE OF HEARINGS & EXPULSIONS

Student \_\_\_\_\_ Hearing Date \_\_\_\_\_ Time \_\_\_\_\_

Hearing Officer \_\_\_\_\_

### DOCUMENTS NEEDED FOR ALL STUDENTS FOR HEARINGS OFFICERS (Reg. Ed., 504, Sp. Ed.)

OK	ITEMS NEEDED
	<b>Expulsion Form (AP#3)</b>
	<b>Discipline Center Form (AP#1)</b>
	<b>LA Department of Ed. School Behavior Report</b>
	<b>Attendance Report</b>
	<b>Discipline Records</b>
	<b>Report Card/Progress Report</b>
	<b>Teacher Statement (If Any)</b>
	<b>Witness Statement (If Any)</b>
	<b>Evidence on the case</b>
	<b>Copy of Postal Receipt</b>

### ADDITIONAL Items Needed for *Special Education Students*:

OK	ITEMS NEEDED
	Manifestation Determination Review
	Due Process Checklist
	10 Day Prior Notice
	FBA (Functional Behavior Assessment) or (FUBA)
	BIP (Behavior Intervention Plan) or BMP (Behavior Management Plan)
	Yellow IEP Folder with: (1) Current evaluation ( <b>must be within the past three years</b> ) (2) Current IEP ( <b>must be within the past year – include Initial Health Plan if applicable</b> )
	Modifications/Accommodations Needed (page in IEP)
	Louisiana Educational Assessment Program (LEAP) ( <b>testing accommodations page in IEP</b> )
	Check the type of service: ( ) self-contained, ( ) resource, ( ) inclusion
	State the <i>exceptionality</i> & related and direct services provided: (i.e. Speech, A.P.E.) _____ _____

### ADDITIONAL Items Needed for *504 Students*:

OK	ITEMS NEEDED
	A. 504 Relatedness Decision
	B. Testing Verification Form (Signature of Dr. Baird & Marjorie Smith must be on this form)
	C. IAP page (Individual Accommodation Plan)