DHS STUDENT EDUCATION RECORDS PROTOCOL **MAY 2008**

1 Letter arrives at school

If no Court Order is attached, contact the Child Welfare Case Worker named in the letter.

2 Check eSIS to determine if student is Special Education/or General Education

Student is Special Education

1. Secretary sends Notice to parent on file.
2. After 6 days;
   a. Secretary forwards Special Education records <u>request</u> as per building procedure.
   b. Secretary distributes letter to building Principal and other personnel as per building procedure.
   c. Secretary changes student's eSIS code to 6 (xExclusive Use Only-DHS Svcs)
3. Secretary files letter and Order in Student Cum. file as per district policy.

Student is General Education

1. Change Student's custodial eSIS code to 6 (xExclusive Use Only – DHS Svcs).
2. Secretary distributes letter to building Principal and other personnel as per building procedure.

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3. **Counselor sends 504 Plan to Caseworker**
4. Secretary files letter and Order in Student Cum. File as per district policy.