

**DJS and MSDE JSE Guidelines  
for Transitioning DJS Youth To Public Schools**

**MSDE/JSE Detention Programs**

*This process applies to youth who are in detention 5 school days or more. A youth in detention identified by MSDE JSE or DJS as having transition challenges (examples: not enrolled or long-term absence prior to detention) shall be referred to the DJS Office of Re-entry for DJS LEA Transition Team presentation.*

**A. ADMISSION TO DETENTION FACILITY**

***MSDE JSE will:***

Within three (3) days of youth's admission to a DJS detention program, ensure that the youth's cumulative record has been received and reviewed and establish an education plan based on the DJS committed program's average length of stay. **If applicable, MSDE JSE will provide an instructional cover letter for students that receive special education services.**

**B. RELEASE FROM DETENTION: YOUTH LESS THAN 30 DAYS IN JSE SCHOOL**

Ensure that the Maryland Student Exit Record (SR7) is completed on every student that has been in JSE school for 5 or more school days and ensure this form is available by close of business on the next business day after release.

For youth in JSE school 5 days or more: No later than one (1) business day following the youth's release from detention, MSDE JSE will provide a Progress Report and Parent Instructional Cover Letter (Attachment 1) for the parent/guardian which can be used by the parent to re-enroll the youth in the local school. Upon request from the youth's local school, MSDE JSE will provide the SR7 Card and any other necessary education records to the youth's local school.

**C. RELEASE FROM DETENTION: YOUTH 30 DAYS OR LONGER IN JSE SCHOOL**

For youth in JSE school 30 days or more: In addition to providing the Progress Report and cover letter to the parent/guardian as described above, no later than one (1) business day following the youth's release from detention MSDE JSE will forward a copy of the SR7 Card automatically by fax or email to DJS Office of Re-entry. This office will serve as the liaison between MSDE and the DJS Community Case Management (CMS).

***DJS Office of Re-entry Staff will:***

For youth in JSE school 30 days or more: Contact the LSS to determine the youth's LSS school assignment, forward the SR7 Card, along with CMS Instruction/ Sign-off Cover Sheet, to the DJS CMS within one business day of receipt, to expedite the school transition upon receipt. This form will serve as the youth's entry ticket into the public school (LSS).

**D. SCHOOL RE-ENTRY AND FOLLOW UP**

***DJS Community CMS will:***

1. Upon receipt of the SR7 Card, within one (1) business day that school is in session, send by fax or deliver the SR7 card to the youth's LSS along with the CMS Instruction/ Sign-off Cover Sheet for SR7 Cards (Attachment 2).
2. The CMS will have the Cover Sheet signed by the LSS staff receiving the SR7 Card and communicate to the LSS that the LSS should immediately request the youth's school records directly from the sending school (MSDE JSE) using the contact information included on the SR7 Card.
3. Within one business day of taking the SR7 Card to the LSS, the CMS will scan and email a copy of the signed Cover Sheet to the DJS Office of Re-entry for logging and forwarding to the MSDE JSE school within one business day of the youth returning to the LSS.

***MSDE JSE will:***

1. Follow up with the LEA 10 business days after the Progress Report and letter has been sent to the parent or the SR7 has been provided to DJS Office of Re-entry.
2. Upon request and per COMAR guidelines, forward the youth's education records to the LSS within three business days of the written request from the LSS. Note: MSDE will not disclose any assessments completed by the Department of Juvenile Services, (i.e., psychological, psychosocial, etc.) unless reviewed and specifically authorized by DJS Director of Behavioral Health or designee.

***DJS Office of Re-entry Staff will:***

1. Log and forward the signed Cover Sheet to the MSDE JSE school within one business day of receipt of the signed CMS Cover Sheet from the Community CMS.
2. Follow up with the LSS 10 business days after the SR7 has been provided to the DJS CMS to verify the youth's enrollment. MSDE will be provided with documentation of this verification on a quarterly basis.

***DJS Community CMS will:***

Update the ASSIST Education Profile to include the youth's new school assignment and current grade.

**DJS and MSDE JSE Guidelines  
for Transitioning DJS Youth To Public Schools**

**MSDE/JSE Committed Programs**

**A. ADMISSION TO DJS COMMITTED PROGRAM**

***MSDE JSE Guidance Counselor will:***

Within three (3) days of youth's admission to DJS committed program, ensure that the youth's cumulative record has been received and reviewed and establish an education plan based on the DJS committed program's average length of stay. **If applicable, MSDE JSE will provide an instructional cover letter for students that receive special education services.**

**B. DISCHARGE PLANNING**

***DJS Facility Case Management Specialist (FCMS) and DJS Community Case Management Specialist (CMMS) will:***

Coordinate a discharge planning meeting, to include MSDE JSE, at least forty-five (45) days prior to the youth's projected release from the DJS Committed Program.

***DJS Community Case Management Specialist (CCMS) will:***

Notify the Office Re-entry Staff when plans are being made for the youth's release at least thirty (30) days prior to the projected release date so that a DJS LSS Transition Team meeting can be set.

***DJS Transition Specialist will:***

Upon notification, contact the MSDE JSE guidance counselor at the facility to confirm the projected release date, to discuss the status of the youth's education status and plans and to identify records that are needed (as described below) and helpful for transitioning.

***MSDE JSE will:***

Within three (3) business days after the discussion described above, provide needed records, by fax or scan, to DJS Office of Re-entry Transition Specialist described above.

**C. TRANSITION MEETING**

***DJS Transition Specialist will:***

Assemble a complete education packet on each youth to be presented to the LSS. Depending upon the youth's education status, the packet will include if applicable: Prior school transcript or report card; Progress Report/SR7, SR3 card, 504 Plan, IEP, IEP meeting notes, IEP prior written notices; MSA or HSA scores, GED completed; transition/post high school plan and copies of any Career Technology Education (CTE) certifications completed while in placement.

The DJS LSS Transition meeting (LSS Transition Team or school-based) is held to review the packet and to discuss the most appropriate placement to expedite enrollment. Included in this team are the LSS and DJS Community CMS, DJS Transition Specialist, most importantly parent and the youth when available. If the transition meeting occurs prior to the youth's release, when the placement is determined, ensure that the interim education packet is provided to the assigned LSS. The DJS Case Manager and the parent are also given a copy of the school records at the meeting to ensure immediate placement. The DJS Transition Specialist will notify MSDE/JSE of the youth's LSS school assignment.

**D. SCHOOL RE-ENTRY AND FOLLOW UP**

Effective October 2014

***MSDE JSE will:***

Upon request and per COMAR guidelines, forward the youth's education records to the LSS within three (3) business days of the written request from the LSS. Note: MSDE will not disclose any assessments completed by the Department of Juvenile Services, (i.e., psychological, psychosocial, etc.)

***DJS Re-entry Transition Specialist will:***

1. Follow-up with school to verify school enrollment upon the youth's release and share the DJS Quarterly Follow Up Report with MSDE JSE.
2. Maintain and update on an annual basis in collaboration with MSDE Office of Student Services, a statewide list of LSS and DJS local Education Transition Liaisons and indicate whether each LSS conducts centralized Transition Team Meetings or school-based Transition Meetings.

***DJS Community CMS will:***

Update the ASSIST Education Profile to include the youth's new school assignment and current grade.

