



**STATE OF NORTH CAROLINA
DEPARTMENT OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION
1801 MAIL SERVICE CENTER
RALEIGH, NORTH CAROLINA 27699-1801
TELEPHONE: (919) 733-3388**

Michael F. Easley
Governor

George L. Sweat
Secretary

Post-Commitment Education Transition Process Operational Memorandum

12/3/07

All Court Services staff, all Education staff (youth development center and detention center), all facility directors (youth development center and detention center), all social workers, and all State employee and contractual clinical staff shall read this memorandum, sign *Form DJJDP7 001*, and submit by **1/19/08** to the Policy Manager via your division's chain of command.

The purpose of this operational memorandum is to specify the process for preparing juveniles for transition from commitment status to their home communities and schools.

NOTE: For the purposes of this operational memorandum, transition planning is defined as planning for passage from commitment status in a youth development center to the juvenile's home community.

REFERENCES: ACA Standard 3-JTS-51-01; Individuals with Disabilities Education Improvement Act of 2004 (IDEA-2004) (Session 1407, 20 U.S.C. [2004]); and No Child Left Behind Act of 2001 (NCLB), (P. L. 107-110).

POLICY

The education transition planning process should start when a juvenile enters commitment status and should include a review of prior school records, assessment, academic planning, assessment of student progress, guidance counseling, parental involvement, exit staffing, and support services. The goal of transition is to reintegrate juveniles into their homes, communities, peer groups, schools, and/or work settings successfully.

TRANSITION SERVICES RELATED TO EDUCATION

- For all juveniles placed in a youth development center, an individual transition plan based on the juvenile's post-placement goals shall be developed cooperatively with the juvenile, his/her parents, school district, and North Carolina Department of Juvenile Justice and Delinquency Prevention program staff as a part of the service planning process. Court counselors, education staff, and personnel from the juvenile's "home" school district, if applicable, shall be involved in the transition planning to the extent practicable.
- The transition plan must address, at a minimum:
 1. Academic re-entry goals;
 2. Career and employment goals; and
 3. The recommended educational placement for the juvenile. The educational

- placement options include:
- “home” school (either the school that the juvenile was attending prior to commitment or the school the juvenile is assigned to his/her local residence),
 - school district-operated alternative programs and schools or dropout prevention school,
 - vocational/technical school, and
 - community college.
- Exit portfolios shall be created for each juvenile prior to exit from a youth development center. The Facility Director shall assign responsibility for the creation of the exit portfolio.
 - The portfolio shall be prepared prior to the juvenile’s post-release supervision planning conference. The portfolio shall be provided to the juvenile’s Social Worker prior to this conference and shall be discussed during the post-release supervision conference.
 - If a juvenile is transferring to his “home” school or a school district-operated alternative program, Department of Juvenile Justice and Delinquency Prevention Court Services staff shall provide the exit portfolio to the receiving school district.
 - The exit portfolio shall include at a minimum:
 1. Results of state-wide assessments;
 2. Results of Woodcock Johnson Tests of Achievement prior to exit;
 3. 504 plan, if applicable;
 4. Individual Education Program and complete file for exceptional students;
 5. Academic record or transcript that includes a current cumulative total of credits attempted and earned, including those credits earned prior to commitment;
 6. If applicable, work and/or project samples that will assist juveniles in participating in their next vocational or educational placement; and
 7. Copies of any certificates earned while in commitment status.
 - Department of Juvenile Justice and Delinquency Prevention Court Services staff is responsible for contacting the following persons at least 10 days prior to the juvenile’s release:
 - “home” school guidance counselor, and
 - One of the following:
 1. “home” school district office of alternative education or dropout prevention for information on that county’s transition process or alternative educational placements available to returning juveniles, or
 2. Community college registrar, if the juvenile is eligible for enrollment in community college and the Service Planning Team has approved this plan.

Please maintain a copy of this memorandum with each policy manual.

NOTE: Operational Memorandum signed 11/28/07 by Joanne McDaniel, Chief of Staff.

Operational Memorandum signed 11/30/07 by Larry Dix, Assistant Secretary of Program Services, West.

Operational Memorandum signed 11/31/07 by Katherine Dudley, Assistant Secretary of Program Services, East.