



Attention all Staff,

It is that time again! We need to update our DCFS children's Education Notebooks to include, the name of the school and the grade level that they will be entering, also their last semester's grades, attendance and any pertinent education information that the Court needs to know. Our goal is to ensure that the most current academic information is listed for each child at all times, and "Back to School" is the perfect time to update any changes.

Why is this so Important????

- To ensure our children have well documented and accurate academic histories so when they leave our system they have their records.
- To ensure our parents and caregivers know which schools our children have attended, while under our supervision. The Education Notebooks provide them with details as to what academic progress, successes or special needs our children may have.
- The Health and Education Passport is supposed to be attached to the child's court reports in lieu of documenting education updates in the reports. CSWs can now write "See HEP", yet court wants comprehensive education information in the Education Notebook.
- Who holds education rights? The answer to this question is stored in the Education Notebook.
- The Education Section has been able to secure academic support and various services for our youth by utilizing the data from the Education Notebook. In fact, 24 youth just completed a Free 5 week UCLA Summer Academy as a result of our section being able to easily identify and contact our 8<sup>th</sup> graders.
- Increased communication with our schools; we now have the ability to track where our youth are attending, and target more programs at those schools with higher concentrations.
- "Best Practice", as part of our on-going assessments, we need to be working closely with schools and maintaining documentation. This helps us to see trends such as attendance, truancy, special education, suspensions and expulsions, while working on improving our Familial, Department, and School systems.

The Education Section applauds all of you for inputting over 19,000 schools and grade levels last year! This year let's surpass that and ensure All of our children have their school report cards, attendance, IEPs, Education Rights Holders and Academic Achievements, documented.

If your office needs assistance with data or training, please contact us at 562-345-6732, and we will support you and our children to SUCCEED!