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F O R Y O U R I N F O R M A T I O N

Issue 08-36

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NOTIFICATION REQUIREMENTS WHEN A CHANGE IN PLACEMENT RESULTS IN THE YOUTH ATTENDING A NEW SCHOOL

This is a reminder to staff of the requirements of California Rules of Court Section 5.651(e)(1) which sets forth the requirement that CSWs shall notify the court, the child's attorney, and the holder of education rights within **24 hours**, excluding non-judicial days, of the CSW's determination that the proposed change of placement would result in removal of the child from the school of origin.

The child's attorney will be notified by way of the DCFS 5402, Notice to Child's Attorney Re: Child's Case Status. See Procedural Guide 0300-506.08, Communications with a Child's Attorney

The Court shall be provide notice by way of the Ex Parte Application and Order. See Procedural Guide 0300-503.97, Report on Notice of Replacement

Due to the short time-frame the holder of educational rights should be informed by telephone (a message can be left), e-mail or in person. Notification by first class mail should be used only if the CSW does not have the telephone number or e-mail address of the holder of educational rights. The holder of educational rights in most case will be the child's parent unless the court has appointed another individual to be the holder of the educational rights. See Procedural Guides 0700-500.10, Youth Development: Education and 0700-507.10, Appointment of Responsible Adult or Educational Surrogate Parent for the Purpose of Making Educational Decisions.



If you have any questions regarding this release please e-mail your question to:

Policy@dcfs.lacounty.gov

Clerical Handbook: <http://lacdcfs.org/Policy/Hndbook%20Clerical/Default.htm>

Child Welfare Services Handbook: <http://lacdcfs.org/Policy/Hndbook%20CWS/default.htm>

FYI's: <http://lacdcfs.org/Policy/FYI/TOCFYI.htm>