

	<b>INDIANA DEPARTMENT OF CHILD SERVICES</b> <b>PROBATION SERVICES MANUAL</b>	
	<b>Chapter 2: Placements</b>	<b>Effective Date:</b>
	<b>Section 5: Education</b>	<b>Version: 1</b>

**GUIDANCE**

### Placement Wizard Education

When a youth is legally removed and placed, education status is needed. If while entering the youth’s demographic information the user also completed the education portion, that information will be auto-populated when reaching this screen in the Placement Wizard. If not previously completed, a response of “Yes” or “No” is needed to the question of whether the child is attending school.

If the response is “No”, no further data needs to be entered on this screen and simply click “Next” to continue on with the placement wizard.

Source:	Probation	Source ID:	10000231722	Current User:	Test 1 PO
Case County:	ALL	Description:	Basic Abby		

Placement
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Permanency Plan

**EDUCATION INFORMATION**

Is the child in school?:  
 Yes  No

Cancel
Previous
Next

If the response is “Yes”, this will enable the ability to “Add Education” information.

Source:	Probation	Source ID:	10000231722	Current User:	Test 1 PO
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**EDUCATION INFORMATION**

Is the child in school?:  
 Yes  No

Please enter school details, if child is in school

Add Education

County	School	Other	Grade	Begin Date	End Date	Status	Action
No records have been added							

Cancel
Previous
Next

By clicking the “Add Education” button, data fields are enabled for entering/selecting the relevant educational information for the youth.

The selections to be completed are the same as what appeared in the Person Wizard for the youth.

- **County** – select the county in which the school is located that the child is attending. If the youth is from out-of-state, leave this field blank.
- **School Name** – a list of private, public, charter and alternative schools in the selected county will appear in the drop down. This list is updated yearly by the Indiana Department of Education. If the school is not available from the drop down list, leave this field blank and type the name of the school in the text field “If Other, please enter description”.
- **“If Other, please enter description”** - “Other” may be out-of-state schools, “home school” or schools associated with a residential facility, or other schools that do not appear in the School Name drop down.
- **Status** – select “Full” or “Part-time”.
- **Grade Level** – select from the options listed
- **Begin date** – enter the first day that the child began attending the selected grade level for this school.
- **End date** – enter the last day that the child attended the selected grade at this school.

Once all relevant fields are completed, click “Save” which closes the pop-up and saves the entered data to the grid on the screen. Click “Next” to continue on with the Placement Wizard. “Previous” or “Cancel” will take the user to the previous screen regarding “Initial Hearing”; it will not take the user out of the Placement Wizard.

Source: Probation Source ID: 100000231722 Current User: Test 1 PO  
Case County: ALL Description: Basic Abby

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**EDUCATION INFORMATION**

Is the child in school?:  Yes  No [Add Education](#)

County	School	Other	Grade	Begin Date	End Date	Status	Action
Hamilton	Hamilton Heights High School		10	08/27/2012		Full Time	<a href="#">Edit</a> <a href="#">Remove</a>

[Cancel](#) [Previous](#) [Next](#)