

## Process Template

Process Name: <b>Operations</b>			Sub-Process Name: <b>Change in Parental Custody</b>		
Sub-Process Source: Sub-Team					
Version #: #1			Date: October 19, 2015		
Process Drivers (check): 1. Values/Vision/Mission/GPs ( ) 2. District Goals ( ) 3. Logic Model/SCL Workplan ( ) 4. NEASC Standards (X) 5. Other: Operations					
Process Driver Comments:					
Process Links:					
Comments	Process Steps	Process Steps	Process Steps	Process Steps	Comments
		1. School receives notification of change in custody			The change customarily comes in the form of DCYF documentation, custody orders, court parent plans, and/or restraining orders
		2. Regardless of who receives the initial information, documentations should go to 1) PES Administrative Assistant or 2) PMHS CCR Administrative Assistant			
	Administrative Assistant provides documentation to a member of ALT to follow up immediately	NO	3. Is documentation authentic?		Administrative Assistant with the assistance of the School Counselor or administrator determines authenticity of documentation
			YES		
			4. Administrative Assistant makes appropriate adjustments in PowerSchool and adds "Legal Guardian Alert"		

			5. Administrative Assistant sends email to appropriate people				PES: ALT, Secretaries, School Counselor, School Nurse, Student Support Specialist, PMHS: ALT, Administrative Assistant to the Deans, Secretaries, School Counselor, School Nurse, Student Support Specialist
			6. Administrative Assistant files order in cumulative file and makes copy to file in siblings' cumulative files				
			7. School Counselors provide face-to-face notification of the change in custody to advisors, teachers, and case managers				The staff that need to be informed will be left to the discretion of the School Counselor, based on student schedule and other pertinent information
In September, School Counselors with PES Administrative Assistant and PMHS CCR Administrative Assistant, will check PowerSchool and records for verification of current orders	No action warranted; "legal guardian alert" remains in PowerSchool	NO	8. At the beginning of the school year, is there a change?				
			YES				
Special education idiosyncrasies will be communicated to the PES Administrative Assistant and PMHS CCR Administrative Assistant by the Director of Student Services, as needed			9. Follow notification process from beginning of map				
In September, all staff will be							

reminded: 1) look for "legal guardian alert in PowerSchool; 2) look at PowerSchool to note who student lives with before making contact; 3) send students to office before being dismissed from school							
			10. All necessary parties are informed of custody changes in a timely manner; due diligence to follow orders is maintained				