

To: All youth service agencies requesting admittance of Youth in Custody Students into the schools of Box Elder School District

Date: December 3, 2003

Subject: The procedure, documents and critical information necessary to make Appropriate YIC student placements in Box Elder School District

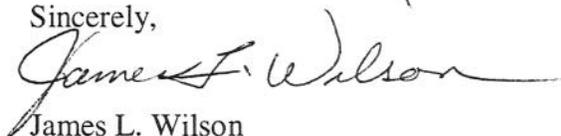
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The process is relatively simple, but the elements of the process are critical to the proper placement of students and should not be ignored. The process should go as follows:

1. Make a phone call notice of your intent to register a YIC student. Contact Mr. Daniel Martinez, the liaison coordinator between youth service agencies and Box Elder School District. Mr. Martinez's phone number is 435-734-4800ext. 320. His cell number is 1-801-860-3266 Mr. Martinez will set up intake meetings with school officials, youth service agencies and students for schools in the Brigham City, Perry and Willard area. He will also contact Randi Jo Marble, the intake coordinator for the north end of the district when placements are requested at schools there. She will set up the intake meetings there.
2. In order to make appropriate educational placements, we request That the following documents be present at the time of these intake meetings: The standard YIC intake form, student transcripts of classes taken and credits earned, immunization records, IEP files, and any specialized testing results pertinent to the placement of students. We also request adjudication information and any record of safe school violations.
3. Provide information that notifies school officials of ongoing behavior plans and probationary mandates through the courts.

Your cooperation and willingness to work collaboratively with school officials significantly reduces the rescheduling of intake meetings. It is our intent to expedite a smooth and appropriate educational placement for these students with a maximum potential for their success.

Sincerely,



James L. Wilson  
YIC Coordinator

Box Elder School District