



# School Request for PINS Diversion Services

Department of Social Services

Division of Family Well-Being | CPS, CS, AFS

B-5877 (2/2020)

*For School District Use Only*

Date	Youth	Age
DOB	SSN	Grade
Address		
Mother		Employer
Address		
Phone		Preferred Language
Father		Employer
Address		
Phone		Preferred Language
School		
School Official		Phone/Extension
Number of Full Days of Unexcused Absences		
<p>Attached:</p> <p><input type="checkbox"/> Steps taken to improve attendance and/or conduct with dated outcomes of steps</p> <p><input type="checkbox"/> Behavioral Log</p> <p><input type="checkbox"/> Current attendance record, disciplinary referrals and report cards</p> <p>Has the youth been referred to CSE?</p> <p><input type="checkbox"/> No    <input type="checkbox"/> Yes, please attach IEP/504 Plans/Manifestation Hearing</p> <p>Are school officials aware of problematic behaviors at home or in community (ie: drug/alcohol use, stealing, assault, weapon possession, fighting, leaving home without permission)?</p> <p><input type="checkbox"/> No    <input type="checkbox"/> Yes, please describe: _____</p> <p><b>The following efforts must be documented prior to requesting PINS Diversion:</b></p> <p><input type="checkbox"/> School Staff must address truancy with youth directly.</p> <p><input type="checkbox"/> School Staff must address truancy with parent by phone, mail or home visit.</p> <p><input type="checkbox"/> There must be at least five attempts made by school officials to contact youth and parent to address truancy issue. If attempts are unsuccessful, at least two home visits must be made to attempt a face to face contact with parent.</p> <p><input type="checkbox"/> A plan must be developed between school officials and parent to rectify the truancy issue. The plan can include referrals made to service providers in the school or community.</p> <p><input type="checkbox"/> School officials must use available resources to rectify the truancy prior to submitting a truancy referral. Examples: School counseling, check in/check out, schedule changes, referral to outside agency.</p> <p><input type="checkbox"/> If school officials determine that youth's truancy is the result of parent negligence and not a youth's refusal to attend school, a Child Protection Services (CPS) report should be filed.</p>		