**Students in Facility Schools Enrollment Flowchart**

**IF DHS OR MENTAL HEALTH PLACEMENT (counties)**

* Student referred to facility school (paperwork is submitted with referral)
* Facility follows their intake process, then either accepts student or does not accept.
* When student is accepted DHS (CMHTA) needs to send notice of placement prior to student being admitted.
	+ Emergency placements occurs without Notice of Placement, but should be sent ASAP after placement
	+ Further information on this can be found in the Out of District Manual
	+ Facility school should request a copy of the Notice of Placement from the placing agency (Social Worker)
* Facility School must send Notification of Placement to the School District of Residence for student
	+ If School District does not receive Notification of Placement they will not pay excess cost if the student is Special Education with a current IEP
	+ Facility school sends a contract for Special Education services to the School District of Residence.

**IF SCHOOL DISTRICT PLACEMENT**

* Initial screening conversation or meeting to discuss potential student, including a review of records
* Set up intake/admission meeting to make sure both parties are a good fit and complete paperwork
* Facility will send Notice of Placement and a contract for specified services to district

**IF DYS FACILITY PLACEMENT**

* Facility sends requests school records
* Notice of placement sent to the school district completed by the client manager and facility
* Facility sends special education contracts to school districts
* DYS is their own educational unit for children in the State – severe placements

**OTHER – Hospitals and Private Insurance Placement**

* No contracts sent
* Special Education students do not receive tuition cost reimbursement