YOUTH IN CARE ENROLLMENT PROCESS

For appropriate student placement, refer to these procedures prior to student enrollment:

1. Contact between YIC Specialist and School has been made:
   
   A. The YIC Specialist has emailed or faxed Required Intake Packet to respective persons indicating new student is cleared to enroll.
      a. Required Intake Packet includes:
         • Preliminary Intake Form signed by YIC Specialist
         • Required Intake Information Form signed by Caseworker
         • Birth Certificate
         • Immunizations
         • Transcripts
         • Individualized Education Plan (IEP) and Evaluation Results Summary (ERS), if applicable
         • Psychological Report
   
   B. Designated school then begins enrollment process.
   C. A Check and Connect Mentor will be assigned to the student.

2. If the caseworker contacts you or is present at the school wishing to enroll the student, refer them immediately to contact the YIC Specialist before enrollment can begin.
   (Derek Winder 801-567-8328) Email derek.winder@jordandistrict.org

Please contact Youth In Care with any questions you have concerning YIC Enrollment.
We really appreciate your efforts to mainstream this process.