

**JUVENILE JUSTICE TRANSITION DEPARTMENT
(JJTD)
ENROLLMENT PROCEDURES FOR STUDENTS
RETURNING FROM COMMITMENT**

**JJTD: CHRISSEY DORION & CHRISTINE GROSE
405 E. PALM AVENUE, TAMPA, FL 33602
813-228-0805 / 813-228-0828 (FAX)**

I. ESE Students

- a) ESE students whose only option is to attend their neighborhood schools do not require an IEP meeting to be set up by the JJTD and staffing coordinators. In these cases, the JJTD sends an ESE Reentry Packet to the staffing coordinator who in turn forwards it to the ESE contact at the neighborhood school. ESE contact at school oversees the enrollment process.
- b) ESE students who have more than 1 placement option (i.e., school-based vs. center-based) are required to have an ESE Reentry Meeting set up by the JJTD. The JJTD prepares the ESE Reentry Packet and faxes it to the staffing coordinator. The meeting is set and held at either the area school or the area office. All schools considered as placement options are invited to attend. The meeting is chaired by the staffing coordinator or staffing specialist. The JJTD, supervising DJJ personnel, parent or guardian, and student attend as well.
- c) All ESE students assigned to Homebased Instruction or Alternative Education prior to commitment must have an ESE Reentry Meeting set up by JJTD and chaired by the staffing coordinator.

II. Non-Disabled Students

- a) Adult Ed Placement – JJTD informs students of the closest Adult Ed site to their home. JJTD gives guidance services as to whether credit earning or GED is most appropriate.
- b) Traditional K-12 Placement – JJTD requests records and gathers information from residential DJJ program. JJTD emails principal with information re student. Principal or assistant principal meets with student prior to enrollment.

III. Non-Disabled Students Enrolled In Alternative Education Prior To Commitment

Residential Juvenile Justice facilities are considered Alternative Education placements. Students who are at a DJJ facility for 6 months or longer and have successfully completed the program will not have to return to Alternative Ed and can return to their neighborhood schools. In these cases, JJTD emails area director and cc's principal with student info. Area director emails or calls JJTD with enrollment decision.

***If charges are violent felonies (homicide, etc.), JJTD contacts Juvenile Justice Placement Panel to set up a hearing where information is presented & a placement decision is made.**

