**Out-of-Home Placement or Recommended Placement Notification**

**Use of form:** Pursuant to ss. 48.64(1r) and 115.81(3), Stats. this form is to be used when an agency, as defined in s. 48.64(1), Stats. is required to notify the school and the school district that the agency placed a school aged child in out-of-home care in the school district the child has been placed and the school in which the child will enroll after the placement is made, unless the child will remain enrolled in his or her school and school district of origin. If the child will remain enrolled in his or her school and school district of origin, the agency shall provide notification to the school and school district of origin. In addition, agencies are required to notify the school district in which a child resides prior to placement in a Residential Care Center (RCC) whenever the agency recommends to a court that a child be placed in an RCC. Use of this form is voluntary; however, the information must be provided. Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE:** | (mm/dd/yyyy) | | |
| **TO:** | School District Name | | |
|  | School District Address | | |
|  | School Name | | |
|  | School Address | | |
| **FROM:** | Full Name of the Representative of the Placing Agency | | |
|  | Title | | |
|  | Placing Agency Name | | |
| **RE:** | Notification of the Placement of a Child in Out-of-Home Care or Recommended Placement of a Child in a Residential Care Center. | | |
|  | This is to notify you, pursuant to s. 48.64(1r), Stats., that a child has been placed in the Group Home | | |
|  | Group Home Name | | |
|  | in a school district in the City / Town / Village of       . | | |
|  | The effective date of the child’s placement is (mm/dd/yyyy) | | |
|  | NOTE: Send form to school and school district in which the out-of-home care provider is located. | | |
|  | This is to notify you, pursuant to s. 115.81(3), Stats., that a recommendation has been made to the juvenile court that a child be placed in the Residential Care Center | | |
|  | Residential Care Center Name | | |
|  | located in the City / Town / Village of | | |
|  | The date of the recommendation to the court is / was (mm/dd/yyyy) | | |
|  | NOTE: Send form to the school district in which the child is / was residing at the time of the recommendation to the court. | | |
|  | This is to notify you, pursuant to s. 115.81(3), Stats., that a child has been placed in the Residential Care Center | | |
|  | Residential Care Center Name | | |
|  | located in the City / Town / Village of | | |
|  | The effective date of the child’s placement is (mm/dd/yyyy) | | |
|  | NOTE: Send form to school district in which the child was residing prior to placement in the Residential Care Center. | | |
| **The following information relates to that child** | | | |
| Full Name | | Age | Sex |
| Current / Previous School | | | |
| City / Town / Village | | | State |
| **Contact me at the following address or telephone number if you have questions regarding this child or the placement** | | | |
| Caseworker Full Name | | | |
| Street Address | | | |
| City, State, Zip Code | | | |
| Telephone Number | | | |

Copy: Out-Of-Home Care Provider