Process for CPS juvenile students transferring in and out of Nancy B. Jefferson High School (NBJ) School

Students CURRENTLY enrolled in a CPS school

Student is detained and enrolled at NBJ/

Students NOT CURRENTLY enrolled in a CPS school

The JJ team communicates with home school regarding:
- Input on student
- Re-Entry Process Expectations and Support
- Scheduled court dates and preparation for possible release

NBJ & JJ teams communicate to parents and students:
- Student’s rights for returning to their home school
- Expectation of attending school immediately upon release

Students are always encouraged to return to the home school, but the JJ Team will consult with the student, family and school to determine the student’s school placement upon release.

The JJ team will work with the student, family and the school to verify eligibility (based on attendance boundaries if applicable) to enroll in the school determined to be the best fit.

JJ team opens communication between the school and the family to inform the school of the students intention to enroll post-release and schedule an enrollment date/appointment within 2 school days of release.

The school enrolls the student when they arrive for enrollment on the predetermined date.

If there is any dispute, the JJ team and the network chief will make the final decision regarding student placement. The JJ team reserves the right to centrally enroll a student.

The home school will enroll the student on the re-enrollment date set by the JJ team which will be within 2 school days of release.

NBJ & JJ team work with student and family to determine the best fit school to enroll in upon being released from NBJ/York.

NBJ enrolls the student and withdraws the student from their home school.

Student does not need to provide documentation required of new students.

NBJ will send the home school the student BAG report, if available, with current grades in progress.

Student must provide all documentation required of a new student (parents are encouraged to complete enrollment paperwork prior to student’s release).

NBJ/York will send the school the student BAG report with current grades in progress.