Communities In Schools of \_\_\_\_\_\_\_\_\_\_\_\_\_ County

Parent/Guardian Consent Verification Procedures

1. Program Director/Executive Director exports a list of all CIS case managed students at each CIS school from CISDM after the 1st quarter of school year and beginning of the 4th quarter. Maintain this list in a locked file cabinet in the CIS administrative office except when it is in use at a school when reviewing student files.
2. Program Director/Executive Director visits each CIS school to determine if all case managed students have completed written parent/guardian consent form on file.
3. Program Director/Executive Director enters findings on the Parent/Guardian Consent Verification form.
4. If 100% of case managed students at any or all CIS schools do not have completed written parent/guardian consent forms on file, an Action Plan is developed and described on the Parent/Guardian Verification form.