

April 12, 2022 CCELO – Child’s Courthouse Educational Liaison Office

Thanks go to Renee Stephen for such an informative meeting on School Support.

- There is a new name for the school office: **CCELO- Children’s Courthouse Educational Liaison Office**
 - They perform educational advocacy and support services for many different programs -- the Georgetown Project, GRACE court, Juvenile Drug Court, Young Offender’s Program, DCF, DJJ, DV injunctions and Family Court.
 - They provide assistance to improve student educational outcomes and school stability.
 - They conduct educational reviews.
 - They consult and collaborate with the agency and GAL.
 - They provide information and advocacy in Court.
 - They communicate with the schools regarding court orders.
 - They assist with transportation issues.
- **When a Shelter Petition is filed, students are flagged in MDCPS database.** This is so the school is aware that the children are in foster care.
 - Once a case is closed, the flag is removed.
 - Each agency has their own code on the C sheet.
 - The reason for the flag is to safeguard and prevent students from being withdrawn from their home schools unless the change has been approved by CCELO, in conjunction with the CM .
 - All dependent children must remain at their current school to ensure stability. If that is impossible or not in the child’s best interest, they will try and effectuate the change at the end of a grading period.
- **Senate Bill 80**
 - Requires school and agency to conduct educational MDT meetings, together.
 - School Support office facilitates any school withdrawals and enrollment in the new school, once approved and an Educational MDT staffing has taken place.
 - For children in foster care, group home/shelter, with a relative caregiver or non-relative caregiver, the meeting is coordinated by Citrus and includes a school liaison.
- **Safety-to-life issues:** change in caregiver; change of address; change of phone; no-contact orders entered; TPR; new GAL; or new CM.
- **The CCELO request for assistance and school records is attached.**
- The case manager must always be listed as the emergency contact on the school’s emergency card and in the computer.
- **There are many educational options:** school choice; 24 vs 18 credits to graduate (24 preferred because 18 cannot qualify for 4-year college or the military); high school completion (adult ed); administrative assignments (because of conduct issues, etc. (like McArthur); hospital/homebound programs. In addition, there are advanced academic options -- Florida Virtual, Miami-Dade Virtual, FDOE scholarships, charter schools, and alternatives to suspension programs.
- **Family Education Rights and Privacy Act** applies to education records. You must submit a CCELO request (attached). They must be picked up in person (GAL Program has someone who goes to the School Support office, picks them up, and emails them to the GAL). A copy of an IEP must be requested from the school, not the school office.
 - CCELO can help interpret school records.
 - C sheet is the school record you receive. It shows absences (excused and unexcused), classes and grades, school changes (school mobility), flagged children, and conduct issues

- **School issues that are “red flags:”**
 - truancy
 - attendance -- especially Unexcused Absences
 - academic/conduct grades
 - school mobility,
 - medical/mental health issues
 - language barriers
 - history of little or no parental support.

- GAL can request that the student be placed on daily academic/behavioral progress report or an attendance contract.
 - Provide pertinent information to the school staff (psychologist, counselor or teacher).
 - Make sure you don’t duplicate services.

- **SST – School Support Team Meeting**
 - An intervention plan will be written to provide strategies to meet individual student needs.
 - A written educational plan will result.
 - Mandated at different levels:
 - Tier 1 - General Education - Core (regular classroom)
 - Tier 2 - Targeted
 - Tier 3 – Intensive - requires assessment and the consent of the legal guardian.
 - ESE students must go through a battery of tests and have the consent of the legal guardian.
 - **Surrogate Parents** are needed when: TPR of biological parents has occurred; foster parents refuse/don’t wish to participate; dependent youth is in a group home or shelter; dependent youth is in a therapeutic, medical, or APD home.
 - “Parent” is defined for school purposes as a natural parent, adoptive parent, surrogate parent, or foster parent.
 - **IDEA** is the law that mandates education for children with disabilities.
 - Having a disability doesn’t automatically qualify a child for special-ed services. Children must be evaluated and meet the criteria.
 - Their disability must impact them academically.
 - The **IEP** is the plan developed once a student meets the criteria for special-ed services. It is updated annually. It must be signed by the biological parent or the foster parent or the relative caregiver or the surrogate parent. It cannot be signed by the case manager.
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- **If you have any questions or need assistance call the school office at 305-679-2800.**

Subject: FW: IMPORTANT UPDATE: Distribution of Student Information Requests - Miami-Dade County Public Schools

PLEASE READ; VERY IMPORTANT

Dear Select Unified Children's Courthouse Partners,

Hope all continues to be well with each of you and your families. Beginning the week of November 29, 2021, Miami-Dade County Public Schools, School Operations | Special Programs' Children's Courthouse Education Liaison Office (CCELO) will begin to process and distribute "Student Information Requests."

In response to the pandemic and the limited personnel in our CCELO office, we will be distributing records on Fridays. In addition, **requests will now need to be submitted via electronic mail to CCELO@dadeschools.net**. In order to limit the exposure of visitors with CCELO staff, we kindly ask that your agency identify 2-3 individuals who will be tasked with picking-up the student information requests for your respective agencies.

Attached you will find the PDF fillable version of the Student Information Request Form and the Student Information Request Processing Schedule. The attached schedule will provide you with the pick-up dates and times for the remainder of the 2021-2022 school year.

In addition, listed below are some important updates.

If you have any questions, please feel free to contact myself at 305-995-4110 or Ms. Renee Stephen, District Chairperson, at 305-679-2800. As always, thank you for your continued support.



**Miami-Dade County Public Schools
School Operations | Special Programs'
Children's Courthouse Education Liaison Office (CCELO)
2021-2022 School Year**

STUDENT INFORMATION REQUEST UPDATES



Student Information Requests need to be emailed to CCELO@dadeschools.net.

The subject of your email should contain the following:

To	CCELO@dadeschools.net
Cc	_____
Bcc	_____
Subject	Agency Name – Student Information Request – Date

Special Note: Miami-Dade County Public Schools blocks any emails sent that do not contain a subject.



- Student Information Requests received **BY 3:30 p.m.** on the Wednesday that the request is being made will be available on the same Friday of the request.
- Student Information Requests received **AFTER 3:30 p.m.** on the Wednesday that the request is being made will be available the following Friday of the request.



- Student Information Requests can be picked up at the CCELO office located at the Children's Courthouse., 155 NW 3rd Street, **Suite 4341**, Miami, Florida 33128.
- Pick-Up Time: Designated Friday noted on Schedule
9:00 A.M. – 12:00 P.M. & 1:00 P.M. – 4:00 P.M.
★ Weeks preceded by a Holiday 1:00 P.M. – 4:00 P.M.

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Children's Courthouse Education Liaison Office (CCELO)

Miami-Dade County Public Schools
School Operations | Special Programs

REQUEST FOR EDUCATIONAL ASSISTANCE FORM

Date of Request	Assigned Judge:		Division #:
STUDENT INFORMATION:			
Student's Name:	Student I.D. (if available)	Date of Birth:	
CAREGIVER INFORMATION / PARENTAL RIGHTS STATUS:			
Caregiver's Name:		Current Address:	
Caregiver's Relationship	Phone Number	Phone Number	
MOTHER'S RIGHTS TERMINATED	<input type="checkbox"/> YES <input type="checkbox"/> NO	FATHER'S RIGHTS TERMINATED	<input type="checkbox"/> YES <input type="checkbox"/> NO
CASE MANAGEMENT AGENCY NAME:			
Case Manager's Name	Phone Number	Supervisor's Name	Phone Number
Guardian ad Litem's Name		Phone Number	
REQUEST FOR ASSISTANCE WITH:			
<input type="checkbox"/> School Transfer	<input type="checkbox"/> School Withdrawal	<input type="checkbox"/> Educational Review	<input type="checkbox"/> Assistance w/ Interpreting Records
<input type="checkbox"/> Other: (Explain)			
Special Note:			
Follow the guidance below to determine if you can seek immediate assistance from the CCELO or CFCN.			
CCELO can provide immediate assistance with the following:			
<input type="checkbox"/> In-Home Cases (Students residing with parents) <input type="checkbox"/> Youth in Extended Foster Care (Over 18 years Old) <input type="checkbox"/> Out-of-County/ COURTESY Cases <input type="checkbox"/> Normal School Transition (i.e. Elementary to Middle / Middle to Senior High) <input type="checkbox"/> Transitioning to an Exceptional Student Education (ESE) Program <input type="checkbox"/> Transitioning to an Alternative Education Program (i.e. DJJ, Baker-Act, Re-Entry)			
The following requires the immediate assistance of Citrus Family Care Network (CFCN) for compliance with SB-80. CFCN will coordinate the scheduling of the ESSA/MDTs which will include the CCELO.			
Out-of-Home Cases (Student Resides in one of the following):			
<input type="checkbox"/> Foster Home <input type="checkbox"/> Group Home (Including the Miami Bridge) <input type="checkbox"/> Shelter <input type="checkbox"/> Relative Care Home <input type="checkbox"/> Non-Relative Care Home			

For educational assistance from the CCELO, email the completed form to CCELO@dadeschools.net .
155 NW 3rd Street, Suite 4341, Miami, FL 33128 – (305)679-2800



Miami-Dade County Public Schools
School Operations | Special Programs'
Children's Courthouse Education Liaison Office (CCELO)
2021-2022 School Year

STUDENT INFORMATION REQUEST PROCESSING SCHEDULE

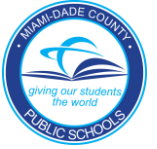
Week	Associated Wednesday Deadline	Requests Received BY		Requests Received AFTER	
		3:30 p.m. on Wednesday Available for Pick-Up		3:30 p.m. on Wednesday Available for Pick-Up	
November 29, 2021 – December 3, 2021	12-01-21	12-03-21	9-12PM & 1-4PM	12-10-21	9-12PM & 1-4PM
December 6 – 10, 2021	12-08-21	12-10-21	9-12PM & 1-4PM	12-17-21	9-12PM & 1-4PM
December 13 – 17, 2021	12-15-21	12-17-21	9-12PM & 1-4PM	01-07-22	9-12PM & 1-4PM
December 20 – 24, 2021 (CLOSED)	Winter Recess				
December 27 – 31, 2021 (CLOSED)	Winter Recess				
January 3 – 7, 2022	01-05-22	01-07-22	9-12PM & 1-4PM	01-14-22	9-12PM & 1-4PM
January 10 – 14, 2022	01-12-22	01-14-22	9-12PM & 1-4PM	01-21-22	1-4PM
January 17 – 21, 2022 ★	01-19-22	01- 21-22	1-4PM	01-28-22	9-12PM & 1-4PM
January 24 – 28, 2022	01-26-22	01-28-22	9-12PM & 1-4PM	02-04-22	9-12PM & 1-4PM
January 31, 2022 – February 4, 2022	02-02-22	02-04-22	9-12PM & 1-4PM	02-11-22	9-12PM & 1-4PM
February 7 – 11, 2022	02-09-22	02-11-22	9-12PM & 1-4PM	02-18-22	9-12PM & 1-4PM
February 14 – 18. 2022	02-16-22	02-18-22	9-12PM & 1-4PM	02-25-22	1-4PM
February 21 – 25, 2022 ★	02-23-22	02-25-22	1-4PM	03-04-22	9-12PM & 1-4PM
February 28, 2022 – March 4, 2022	03-02-22	03-04-22	9-12PM & 1-4PM	03-11-22	9-12PM & 1-4PM
March 7 – 11, 2022	03-09-22	03-11-22	9-12PM & 1-4PM	03-18-22	9-12PM & 1-4PM
March 14 – 18, 2022	03-16-22	03-18-22	9-12PM & 1-4PM	04-01-22	9-12PM & 1-4PM
March 21 – 25, 2022 (CLOSED)	Spring Recess				
March 28, 2022 – April 1, 2022	03-30-22	04-01-22	9-12PM & 1-4PM	04-08-22	9-12PM & 1-4PM
April 4 – 8, 2022	04-06-22	04-08-22	9-12PM & 1-4PM	04-15-22	9-12PM & 1-4PM
April 11 – 15, 2022	04-13-22	04-15-22	9-12PM & 1-4PM	04-22-22	9-12PM & 1-4PM
April 18 – 22, 2022	04-20-22	04-22-22	9-12PM & 1-4PM	04-29-22	9-12PM & 1-4PM
April 25 – 29, 2022	04-27-22	04-29-22	9-12PM & 1-4PM	05-06-22	9-12PM & 1-4PM
May 2 – 6, 2022	05-04-22	05-06-22	9-12PM & 1-4PM	05-13-22	9-12PM & 1-4PM
May 9 – 13, 2022	05-11-22	05-13-22	9-12PM & 1-4PM	05-20-22	9-12PM & 1-4PM
May 16 – 20, 2022	05-18-22	05-20-22	9-12PM & 1-4PM	05-27-22	9-12PM & 1-4PM
May 23 – 27, 2022	05-25-22	05-27-22	9-12PM & 1-4PM	06-03-22	1-4PM
May 30, 2022 – June 3, 2022 ★	06-01-22	06-03-22	1-4PM	06-10-22	9-12PM & 1-4PM
June 6 – 10, 2022	06-08-22	06-10-22	9-12PM & 1-4PM	06-17-22	9-12PM & 1-4PM
June 13 – 17, 2022	06-15-22	06-17-22	9-12PM & 1-4PM	06-24-22	9-12PM & 1-4PM
June 20 – 24, 2022	06-22-22	06-24-22	9-12PM & 1-4PM	07-01-22	9-12PM & 1-4PM
June 27, 2022 – July 1, 2022	06-29-22	07-01-22	9-12PM & 1-4PM	07-08-22	9-12PM & 1-4PM

★ A week that begins with a Legal Holiday on a Monday. The “Pick-Up” time for the student information request has been adjusted.

Special Note: Completed Student Information Request Forms need to be submitted to CCELO@dadeschools.net .



**Miami-Dade County Public Schools
Children's Courthouse Education Liaison Office (CCELO)**



CONFIDENTIAL

**Unified Children's Court (UCC) Partner Agency
Student Information Request Form**

UCC PARTNER AGENCY: _____

DATE OF REQUEST _____

INDIVIDUAL REQUESTING: _____

CONTACT #: _____

LAST NAME	FIRST NAME	D.O.B. (REQUIRED)	STUDENT ID NUMBER (IF AVAILABLE)

The Federal Educational Rights and Privacy Act (FERPA) prohibits sharing student records with any other person or agency.

PICKED UP BY:	(PRINT NAME)	(ID MUST BE PRESENTED AT PICK-UP)	
		SIGNATURE:	
DATE OF PICK-UP:		TIME OF PICK-UP:	
CCELO USE ONLY:			
RELEASED BY (CCELO):		# OF RECORDS RELEASED:	

Special Note: The CCELO Student Information Request form needs to be submitted via email to the following mailbox address CCELO@dadeschools.net for processing. Requests submitted by Wednesday before or by 3:30 p.m. will be available for pick-up on the Friday of the week it was requested.