



NEW JERSEY DEPARTMENT  
OF CHILDREN AND FAMILIES

## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	12-20-2010
Subchapter:	1	Forms	
Issuance:	5.72	<b>CP&amp;P Form 5-72, Educational Stability School District Notification</b>	

Click here to view or print CP&P Form [5-72](#), Educational Stability School District Notification.

### WHEN TO USE IT

Complete this form in NJ SPIRIT. This letter is used by the assigned Worker and Supervisor of a child placed in a resource family home, (including placement with a relative or kin,) to inform the child's pre-placement school Principal of the child's education placement. This letter also introduces the child's pre-placement school to N.J.S.A. 30:4C-26b, enacted September 9, 2010, and specifies both the school district and CP&P responsibilities with regard to transportation arrangements.

The letter identifies relevant school districts, to facilitate timely communication between school district representatives.

### HOW TO USE IT

Access it through the NJ SPIRIT Desktop > Education > Click Education Record > Click on the Educational Stability Tab > Click Insert for New > The Drop Down Menu will display all Educational Stability Forms > Choose CP&P Form [5-72](#).

The form is completed by the Worker in consultation with his or her Supervisor. The form is then reviewed, approved, and signed by the Supervisor.

Prepare the form on Local Office letterhead. Once completed, send the letter to the Principal of the child's pre-placement school and send copies to all affected school districts.

Complete the form as follows:

- Access CP&P Form [5-72](#) (two pages) through NJS, or, as part of a contingency plan through the computerized Forms Manual.
- Click "Enable Macros" to open the form.
- Select one of three options regarding the child's school placement decision.
- When an option is selected, click OK to enable the appropriate wording to appear on the form.
- Use the "Tab" key on the keyboard to complete the required text boxes.
- Use the most expedient method for delivery of this letter. Also use a secondary delivery method. Indicate the delivery methodologies at the bottom of page two by checking the appropriate boxes.

### **TIPS FOR COMPLETING THE FORM**

Consult relevant local school districts to identify all appropriate school district contacts.

### **DISTRIBUTION**

Original	-	Principal of the pre-placement school
Copy	-	Superintendent of school district of residence (parent's school district)
Copy	-	Superintendent of resource home school district
Copy	-	Superintendent of other school district, if applicable
Copy	-	County Director of Child Study of district of residence (parent's school district)
Copy	-	County Director of Child Study of resource home school district
Copy	-	County Director of Child Study of other school district, if applicable
Copy	-	School District Liaison of district of residence (parent's school district)
Copy	-	School District Liaison of resource home school district

- Copy - School District Liaison of other school district, if applicable
- Copy - Education Liaison
- Copy - Resource Family Support Worker
- Copy - Child's case record
- Copy - Superintendent of school district of residence (parent's school district)
- Copy - School District Liaison of resource home school district
- Copy - School District Liaison of other school district, if applicable
- Copy - Education Liaison
- Copy - Resource Family Support Worker
- Copy - Child's case record