



**Office of Educational Services
Level I
Internal Management Procedures**

**Internal Management
Procedure #
SUP.003.REC.702**

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Internal Management Procedure Title:

New SFEA Student-Inmate Intake: Records Requests and Enrollment

Effective Date:

July 16, 2020

New:

July 8, 2021

Authority :

N.J.S.A.30:1B-6, SUP.003.000

Promulgating Office:

Office of Educational Services
Division of Programs and Community Services

**Professional Association
Standard cited:**

Applicability: This Policy Statement applies to all New Jersey Department of Corrections' Organizational Unit Education Departments

Supersedes: NA

Review Schedule:

This document is scheduled for annual review on or about **June 8, 2022**.

Reviewed and approved by: **Jecrois Jean-Baptiste, Director**
Office of Educational Services

Jecrois Jean-Baptiste
(Signature)

7/1/2021
(Date)

Reviewed and approved by: **Darcella Patterson Sessomes, Assistant Commissioner**
Division of Programs and Community Services

Darcella Sessomes
(Signature)

7/1/2021
(Date)

I. PURPOSE

To ensure the timely identification and accurate placement of students entitled to educational services under the State Facilities Education Act (SFEA) in order to provide them with appropriate educational services upon admission to New Jersey correctional facilities.

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II. DEFINITIONS

The following terms, when used in this procedure, shall have the following meaning unless the context clearly indicates otherwise.

Assistant Supervisor of Education (ASOE) means OES employee serving as the designated secondary supervisor to the Supervisor of Education, and acts as the primary supervisor in the absence of the SOE.

Division of Programs & Community Services means the division responsible for correctional facility and community-based program opportunities for offenders, which includes the offices of Community Programs, Educational Services, Transitional and Social Services, Chaplaincy, County Services, Victim Services, Volunteer Services, [PACE Unit](#), and the [Gender Responsive Programming Unit](#).

LEA means a Local Education Agency limited to school districts.

NJ Department of Corrections (NJDOC) means the agency of the Executive Branch of the New Jersey State Government which functions are to protect the public and provide for the custody, care, discipline, training, and treatment of persons committed to State correctional facilities.

Office of Educational Services (OES) means the office within the Department of Correction, Division of Programs and Community Services, that has been established to ensure inmates are provided with academic, vocational, and life skills programming that meet their demonstrated needs, within a framework that is consistent with the department's overall mission and in concert with all appropriate federal and State education statutes, codes, and regulations.

[SFEA student-inmate](#) means an inmate who is eligible to receive educational services as defined by the [State Facilities Education Act \(SFEA\)](#).

Special Education SFEA Student-Inmate means an inmate with an Individualized Educational Plan (IEP).

Supervisor of Education (SOE) means under the direction of a supervisory official in a state department, institution, or agency, organizes, administers, and supervises the total educational program in institutions or agencies; does related work as required.

III. POLICY

In an effort to minimize lapses in student-inmates' educational progress, it is the policy of the New Jersey Department of Corrections Office of Educational Services to ensure the timely retrieval of new student records from Local Education Agencies in order to expedite identification and accurate placement of SFEA student-inmates with consideration for student-inmates' prior educational achievement and established individual educational needs.

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IV. PROCEDURES

Student-Inmate Intake and Records Request

1. Within **three school** days of an SFEA-eligible student-inmate's arrival to the respective NJDOC facility, the Supervisor of Education (SOE) and/or Assistant Supervisor of Education (ASOE) shall ensure the top portion of the "Records Request Form" is completed by designated NJDOC Education staff in consultation with the student-inmate. Information recorded on this cover sheet will include:
 - a. Student-inmate's Name
 - b. Social Security Number
 - c. Date/city/state/country of Birth
 - d. Current NJDOC Facility
 - e. SBI #
 - f. Parent/Guardian Information
 - g. Self-reported education information
 - h. LEA Information
 - i. Verification of student-inmate consent to release of education records from LEA to NJDOC

2. **Immediately upon completion of new student's** "Records Request Form", the SOE/ASOE will ensure the completed form and accompanying "Student Records Request Letter" are sent via email with delivery receipt to the student's LEA. **Documentation of all pertinent communication with the student-inmate's LEA will be maintained in the student-inmate's Education folder.**

3. The Local Education Agency will complete the bottom portion of the "Records Request Form" and will promptly return to the receiving NJDOC facility, along with the student-inmate's records, as requested by NJDOC and as mandated by NJAC 6A:32-7.5(e)5ii and NJAC 6A:17-3.6a.
 - a. In the event the LEA fails to respond with the necessary information within **3 school** days, the SOE or ASOE will designate an NJDOC staff member to send the "Records Request Form" and Students Records Request Letter" via **certified and return receipt mail to the student's LEA.**
 - b. In the event the LEA fails to respond with the necessary information within **10 school days**, the SOE and/or ASOE will contact the LEA via telephone to follow up on status of previous requests.
 - c. In the event the LEA fails to respond with the necessary information within **20 days**, the SOE and/or ASOE will notify OES.

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- d. Upon receipt of this notification, OES will immediately contact the New Jersey Department of Education for guidance and/or intervention.

Student-Inmate Enrollment and Implementation of Services

1. Within three **school** days of receiving diagnostic test scores **or within five school days of LEA records receipt (whichever comes first)**, the **SOE/ASOE** will ensure student records are reviewed by designated NJDOC Education staff to determine student eligibility for SFEA and/or special education and related services.
2. Upon determination of student's eligibility for SFEA and/or special education and related services, the **SOE/ASOE** will ensure designated NJDOC education staff in consultation with the student complete *SFEA Student Enrollment Form* immediately (**within one school day of eligibility determination**).
3. Within five **school** days of *SFEA Student Enrollment Form* completion, the **SOE/ASOE** will ensure an appropriate Individualized Program Plan (IPP) is developed for all students. **Upon development of an appropriate IPP, the SOE/ASOE will ensure the student is immediately placed in appropriate classes.**
4. The **SOE/ASOE** will ensure that the "Mandatory Procedures Checklist" is completed to document the facility's attempts to request the student-inmates documents from the LEA.
5. **Within 30 days of arriving at the facility, the SOE/ASOE will ensure an appropriate Individualized Program Plan (IPP) is developed for the student-inmate (IPP_NJDOC_OES).**

V. Cross Reference Documents and Policies

Document/ Policy Number	Title	Effective/ Revision Date
SUP.003.000	Office of Educational Services: Mission, Goals and Objectives	August 1, 2016
SUP.003.006	Student Records: Compilation, Maintenance, Access and Confidentiality	July 16, 2020
SUP.003.007	Student Records: Transmittal of Student Records to Responsible School Districts or Correctional Facilities	November 14, 2018

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VI. Applicable Forms

Form Number	Form Title	Effective/ Revision Date
RRF NJDOC OES 1	Student Records Request Letter	6-1-2020
RRF_NJDOC OES 2	Student Records Request Form	6-1-2020
RRF_NJDOC OES 3	Mandatory Procedures	6-7-2021
SEF NJDOC_OES 1	Student Enrollment Form	6-1-2020
IPP_NJDOC OES 1	Individualized Program Plan Form	6-1-2020