

School Notification

School Officials

In the [table: School Corporation or School](#), you must enter the email address of the person to whom notice should be sent. The report will look for a school corporation of the school the child is “attending”, if one is found, notice will be sent there. If a school corporation is not found, it will look for an email address in the school table.

Phone Number Detail Merrillville Community School Corporation

Type	Number
E-Mail	administrator@in.mcsc.edu

Notification Upon Custody

IC 31-37-4-3 Law enforcement notification to schools of student arrests

(b) If a child is taken into custody under this chapter for a crime or act listed in subsection (a) or a situation to which IC 12-26-4-1 applies, the law enforcement agency that employs the law enforcement officer who takes the child into custody shall notify the chief administrative officer of the primary or secondary school, including a public or nonpublic school, in which the child is enrolled or, if the child is enrolled in a public school, the superintendent of the school district in which the child is enrolled:

- (1) that the child was taken into custody; and
- (2) of the reason why the child was taken into custody.

(c) The notification under subsection (b) must occur within forty-eight (48) hours after the child is taken into custody.

(d) A law enforcement agency may not disclose information that is confidential under state or federal law to a school or school district under this section.

(e) A law enforcement agency shall include in its training for law enforcement officers training concerning the notification requirements under subsection (b).

This is not the responsibility of the court; however, a couple counties have indicated that Law Enforcement has come to them asking for help complying with this statute. Since we need to send notification to the school upon disposition, complying with this statute is not a problem.

TEMPLATE - School Notification of Custody

A template called **CUSTODYNOT - School Notification of Custody** has been created. You can customize it for your county, but the variables need to remain the same.

TIPPECANOE COUNTY JUVENILE PROBATION DEPARTMENT

FIRST FLOOR COURTHOUSE

301 MAIN STREET

LAFAYETTE, IN 47901

(765) 423-9347

(765) 423-9125 (FAX)

February 19, 2019

TO: School Administrator

RE: Daisy Duke (5/7; 79D03-1512-JD-000006)

Race: White; Sex: Female; DOB 10/1/2000; Age: 18 years

This is to notify you pursuant to IC 31-37-4-3, that the above named student was taken into custody for the following felony offense(s):

Aggravated Battery

Quest will look at the facility stay reason to determine if a case with an incident with a felony statute is attached. If so, it will send notice to the school.

The School Notification document will attach to that case. The Document Detail Notes will indicate that an email was sent.

[- Documents/docket entries](#) [View CCS](#) [Top](#)
[\(View\) 2/19/2019 2:03:57 PM - School Notification of Custody](#)

Notes

2/19/2019 2:03:57 PM - Karlene Thompson (Tippecanoe Superior Court 3)

Document was emailed to kt.gkmsi@gmail.com

Upon Disposition

IC 35-50-8-1 Student delinquency and criminal conviction information

(a) the judge who presided over the trial, accepted the plea agreement, or adjudicated the child a delinquent child shall give written notification of the conviction or adjudication to the chief administrative officer of the primary or secondary school, including a public or nonpublic school, or, if the individual is enrolled in a public school, the superintendent of the school district in which the individual is enrolled.

(b) Notification under subsection (a) must occur within seven (7) days after the conclusion of the trial, the date a plea agreement is accepted, or the date the child is adjudicated a delinquent child.

(c) The notification sent to a school or school district under subsection (a) must include only:

(1) the felony for which the individual was convicted or that the individual would have committed if the individual were an adult; and

(2) the individual's sentence or juvenile law disposition.

(d) If the court later modifies the individual's sentence or juvenile law disposition after giving notice under this section, the court shall notify the school or the school district in which the individual is enrolled of the sentence or disposition modification.

Template – School Notification of Disposition

If a filed statute disposition of guilty is entered, notification will be sent to the school.

Filed Statutes			
Case number: 79D03-1512-JD-000006			
Daisy Duke (File# 5)			
Count	Plea	Date	Disposition
Add a new count			
1	Theft (I.C. 35-43-4-2), a Level 6 Felony	<input type="text"/>	<input type="text"/>
	<input type="text"/>		FT - Found True
			<input type="text"/>
2	Battery (I.C. 35-42-2-1(b)(1)), a Class B Misdemeanor	<input type="text"/>	<input type="text"/>
	<input type="text"/>		FT - Found True
			<input type="text"/>
3	Institutional Criminal Mischief (I.C. 35-43-1-2(b)(1)), a Class A Misdemeanor	<input type="text"/>	<input type="text"/>
	<input type="text"/>		FT - Found True
			<input type="text"/>
4	Aggravated Battery (I.C. 35-42-2-1.5), a Class B Felony	<input type="text"/>	<input type="text"/>
	<input type="text"/>		FT - Found True
			<input type="text"/>

It will include the requirements specified to indicate what the disposition or modified disposition was. The requirements type/code can be specified in the report.

- Requirements Top		
Assigned	Requirement	Start
2/18/2019	Formal Probation - Supervised	2/18/2019 3 days
2/18/2019	Changing Directions	2/18/2019 3 days
2/18/2019	Anger Management	2/18/2019 3 days

A template called **DISPONOT - School Notification of Disposition** has been created. You can customize it for your county, but the variables need to remain the same.

TIPPECANOE COUNTY JUVENILE PROBATION DEPARTMENT
FIRST FLOOR COURTHOUSE
301 MAIN STREET
LAFAYETTE, IN 47901
(765) 423-9347
(765) 423-9125 (FAX)

February 20, 2019

TO: School Administrator

RE: Daisy Duke (5/7; 79D03-1512-JD-000006)
Race: White; Sex: Female; DOB 10/1/2000; Age: 18 years

This is to notify you pursuant to IC 35-50-8-1, that the above named student was adjudicated delinquent on the following felony offense(s):

Theft (I.C. 35-43-4-2), a Level 6 Felony
Aggravated Battery (I.C. 35-42-2-1.5), a Class B Felony

They received the following disposition or modified disposition (if any):

Changing Directions
Anger Management
Formal Probation - Supervised

The Report: Create Batch School Notices

class=equest.app.reports.CreateBatchSchoolNotices

Name of the template for notifying of new custody
custodyTemplate=custodynot

If you don't wish to report custody, leave this empty.

Name of the template for notifying of new guilty and dispos
dispoTemplate=disponot

list of requirement types that count as dispos to notify about

requirementType.n=TYPE or TYPE/CODE

requirementType.1=COMM

requirementType.2=PROB

requirementType.3=PLAC

requirementType.4=PROG

Specify which requirements you wish to report.

prompt.parm.1=startDate

prompt.parm.1.type=date

prompt.parm.1.label=Start Date

prompt.parm.1.required=true

prompt.parm.1.default=-1

prompt.parm.2=endDate

prompt.parm.2.type=date

prompt.parm.2.label=End Date

prompt.parm.2.required=true

prompt.parm.2.default=-1

This report can be a scheduled job set up to run every night at midnight, and it will report any facility stay or guilty filed statute disposition added within the last 24 hours. It will report on date added not date of stay or filed statute disposition date, so we don't miss reporting due to backdating.

Job name:*

Frequency:*

Report name:*

Run date offset:*

Run date range:*

Run time:

Error Log of School Notice

An error log will be created that shows if the document was not emailed.

Error Log of School Notice 2/15/2019 9:40:22 AM

2/15/2019 9:40:22 AM - School notice of disposition
Chandler Joseph (9461; Case: 1; 46C01-1711-JD-000542)
Document was not automatically emailed to anyone

2/15/2019 9:40:22 AM - School notice of disposition
Cody Loggins (8672; Case: 1; 46C01-1603-JD-000045)
Document was not automatically emailed to anyone

2/15/2019 9:40:22 AM - School notice of custody
Aubree Meadows (6750; Case: 15; 46C01-1802-JD-000014)
Document was not automatically emailed to anyone

2/15/2019 9:40:22 AM - School notice of custody
Antonio Long (7599; Case: 2; Unassigned)
Document was not automatically emailed to anyone

2/15/2019 9:40:22 AM - School notice of custody
David Devon Galvas (9375; Case: 3; 46C01-1801-JD-000005)
Document was not automatically emailed to anyone