***Parent Center Intake Questions***

1. Basic information and demographics — ranging from typical intake to more specificity:
   1. How old is the student? If over 18, does the person speaking have decision-making authority?
      1. Who are you speaking with (if not the parent): CASA, guardian *ad litem*? Is there limited parent involvement or is the student over 18?
      2. If the student is over 18, have they provided written consent for you to gather information and resources on their behalf/participate in educational decision-making?
   2. Is the student out of school?
      1. If so, for how long? When was the last date of attendance?
      2. Are you waiting for a Manifest Determination hearing?
   3. Does the student have (or is the student suspected of having) a disability? Is there an IEP, 504, ADA plan?
   4. What is the language spoken in the home?
   5. How did you hear about us? What kind of support are you looking for? (Let them know what your limitations are—make a referral if appropriate.)
   6. Information release.
2. Questions about the event leading up to the call:
   1. Where did the alleged offense occur? At school, on school property or at school event?
   2. Do the circumstances involve another student or staff member?
   3. Has the student been questioned by school personnel, SRO, or other law enforcement?
   4. Have you retained an attorney—if so, we need permission to speak with them. Are other agencies involved?
   5. Is your child in custody? Did you inform law enforcement or the court of any disability related needs?
3. Student’s place in Juvenile Justice Path:
   1. What is the student’s current location?
      1. Is the student in Pre or Post sentencing?
      2. In what county (jurisdiction appropriate for your state)?
   2. Have the records been transferred promptly?
      1. Who is in charge of the student receiving/coordinating appropriate educational services?
   3. Have you been invited to IEP meetings?
   4. Is the student in a detention center, jail, prison, or mental health facility? Another secure or non-secure type of residence?
   5. Does the student have a transition or reintegration plan that can be met with a measure of success?
4. Questions, concerns, and barriers parents are facing:
   1. Does the family and/or student have the resources to enable them to advocate for meaningful participation in school, employment, and social activities in the community?
   2. Have they been in contact with the Disability Rights Organization? Do they need other resources?

*\* Different opinions exist on whether you ask about charges or not. It’s important to consider both the juvenile justice and the educational impacts as well as manifestation determination, suspension, alternative placement, and expulsion.*