

INSTRUCTIONS

CFS-291-N-1 (Notice to School Where Victim Child is Enrolled of Name Placement on Central Registry)

Purpose:

This notice is used to inform the school where the victim child is enrolled that the offender's name has been placed in the Central Registry because the investigative determination of true was upheld during the Administrative Hearing or the offender did not request a hearing within the thirty day period after receiving notice or the investigative determination of true was upheld on a provisional basis during the preliminary hearing.

This notice should be sent within ten working days after Central Registry receives the order of Upheld, or after thirty-five business days have passed and the offender did not request a hearing or the investigative determination of true was upheld on a provisional basis during the preliminary hearing.

Completion:

To: Type or write the name and title of the appropriate school contact or liaison.

Address: Enter the full address of the appropriate school contact or liaison.

From: Enter the name, full address, county, and phone number of the DCFS staff sending the notice.

Date: Enter the date the notice is sent.

CHRIS Referral #: Insert the CHRIS referral number.

Name of Child(ren): Enter the name of victim child(ren) involved in the maltreatment.

Name of Alleged Offender: Enter the name of the offender involved in the maltreatment.

Date of Allegation: Enter the date the allegation was originally made.

Type of Maltreatment: Enter the type of maltreatment.

Check Appropriate Boxes: Whether the true determination was upheld or no appeal was requested or in a preliminary hearing the true determination was provisionally upheld. And indicate whether the offender's name appears outright in the Central Registry or appears on a provisional basis. Insert checkmarks in appropriate boxes regarding services the Division has offered and will be providing.

Signature: The staff member who is sending the form should print and sign their name.

Routing:

1. Send a copy to the school where the victim child is enrolled within ten working days after Central Registry receives the order of Upheld or the investigative determination of true was upheld on a provisional basis during the preliminary hearing or after thirty-five business days have passed and the offender did not request a hearing.
2. Retain a file copy.

Do not send the CFS-291-N to the LEA if the child involved is an underage juvenile aggressor (exempted from a true finding).