

INSTRUCTIONS

CFS-291-N-2

(Notice of Name Placement on Central Registry to School Where Offender is Enrolled)

Purpose:

This notice is used to inform the school where the offender 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 investigation determination of true was upheld on a provisional basis during the preliminary hearing.

This notice should not be sent if the offender is an underage juvenile aggressor (under 10 years of age).

This notice should be sent 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.

Completion:

To: Enter the name of the school where the offender is enrolled.

Address: Enter the full address of the school where the offender is enrolled.

From: Enter the name, full address, phone number, and county 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: Enter the name of the offender.

Date of Allegation: Enter the date and time the allegation was originally made.

Type of Maltreatment: Enter the type of maltreatment.

Check 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 will print and sign his/her name.

Routing:

1. Send a copy to the school where the offender 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 days have passed and the offender did not request a hearing.
2. Retain a file copy.