



Storyboard

Education Information-Viewing, Entering, and Updating

This storyboard provides instructions for recording education information for a child in TFACTS.

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Education Information – Viewing, Entering and Updating

Education information is documented by navigating to the **Person Home Page**, click **Person** link click **Education** link, then click **Basic** tab. Education updates are made at any time the child’s school situation changes, i.e., the child changes grades, changes schools, graduates, etc., so that current information is maintained. The process for adding a school differs based on the school’s **Category** type. Each process is demonstrated on the following pages.

Navigating to Education Link

- From the **Person Home Page**, click **Person**

Person Home Page



Person: [Red Box] Bz
 DOB/Age: 03/22/2015 (6 Yrs)
 Address:
 Contact:
Current Location: 940 O (Taylo
 (ONE, TN 37681 on) (DCS Foster Care))

- Click **Education** link

Basic	Demographics	Address	Add'l	Background	Safety Hazard
Person Header					
Name:	E [Redacted]	Gender:	MALE	DOB:	03/22/2015
Person ID:	[Redacted]	SSN:	***-**-3666	Age:	6 Yrs
Person Links					
Education [Red Box]	Financial	Legal History	Military History		
Health	Person Characteristics	AFCARS Summary	Merge History		

- The **School Profile** screen displays.
 - The **School History** section displays any previous school information entered.
 - Click **select** to update, end, or view additional details of a school entry
- Note:** School records cannot overlap, so a current School record must be ended prior to adding a new school record.
- Required fields for ending a school:
 - End Date
 - End Grade
 - Reason for Withdrawal/Transfer (Graduated, Promoted, etc.)
 - Click **Add School** to enter a new school

School Profile [Red Box]

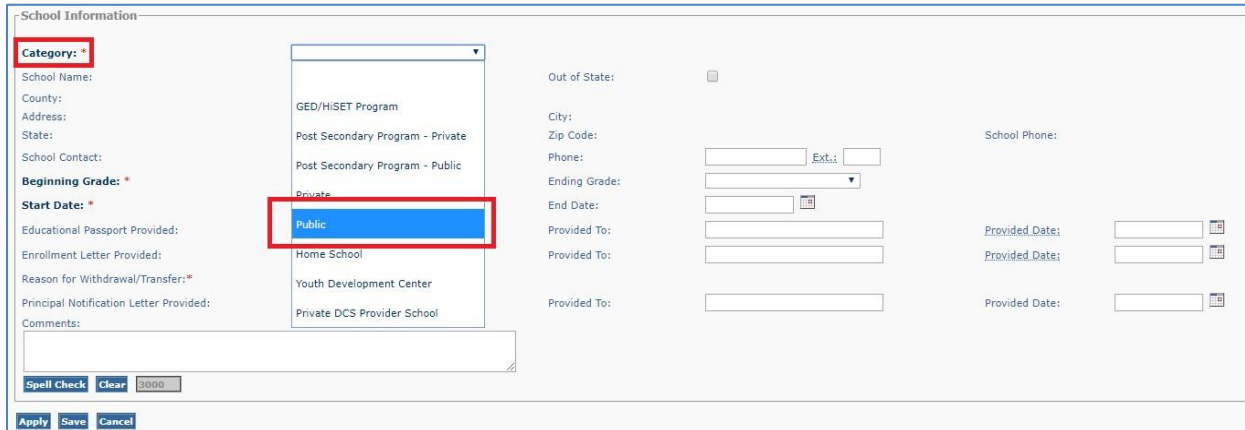
Performance	Special Education					
Person Header						
Name:	Barrett, Weston Grey					
Person ID:	117396973					
Gender:	MALE					
SSN:	***-**-3666					
DOB:	03/22/2015					
Age:	6 Yrs					
School History						
School Name	Category	County Name	Start Date	Beginning Grade	End Date	Ending Grade
Add School [Red Box]						
Forms						
Education Passport						
Principal Notification Letter						

Add School

The **School Information** screen displays.

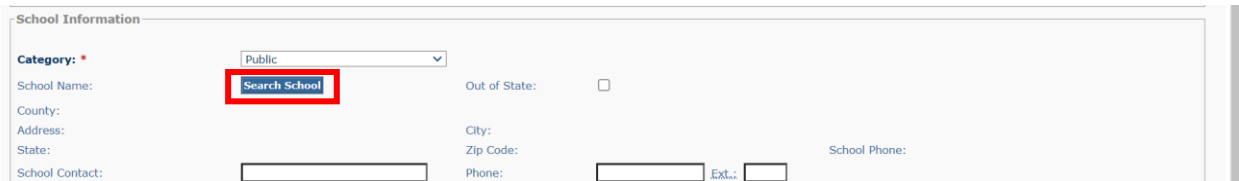
NOTE: New school information cannot be added until the latest record is end dated.

- Select **Category** from the dropdown list.



The screenshot shows the 'School Information' form. The 'Category' dropdown menu is open, showing options: 'GED/HiSET Program', 'Post Secondary Program - Private', 'Post Secondary Program - Public', 'Private', 'Public', 'Home School', 'Youth Development Center', and 'Private DCS Provider School'. The 'Public' option is highlighted in blue. The form includes fields for School Name, County, Address, State, School Contact, Beginning Grade, Start Date, Educational Passport Provided, Enrollment Letter Provided, Reason for Withdrawal/Transfer, Principal Notification Letter Provided, and Comments. There are also fields for Out of State, City, Zip Code, Phone, Ending Grade, End Date, and School Phone. A 'Search School' button is visible below the Category dropdown.

- For the following **School Categories**, the **Search School** button will be displayed.
 - **GED/HiSET Program**
 - **Public**
 - **Private**
 - **Private DCS Provider School**



The screenshot shows the 'School Information' form with the 'Category' dropdown menu set to 'Public'. The 'Search School' button is highlighted in red. The form includes fields for School Name, County, Address, State, School Contact, Out of State, City, Zip Code, Phone, and School Phone.

- The **School Search Criteria** window displays. Perform the search by adding criteria to one or more of the following search fields; if the school's full name is unknown, try searching by the first word, or even first few letters, of the name or by the County where the school is located.
 - **School System Number**
 - **County**
 - **School District**
 - **School Name**

- **Beginning Grade**
- **Start Date**
- Add other information if applicable and/or known:
 - **School Contact**
 - **Phone and Extension**
 - **Educational Passport Provided, Provided To, and Provided Date**
 - **Enrollment Letter Provided, Provided To, and Provided Date**
 - **Principal Notification Letter Provided, Provided To, and Provided Date**
 - **Reason for Withdrawal/Transfer** (used only when ending a school)
 - **Comments**- Not required
 - Click **Save**

- The **School Profile** screen is returned with the newly added school listed in the **School History** section

School Profile		Performance		Special Education	
-Person Header-					
Name:	Taet Pkittig	Gender:	FEMALE	DOB:	06/13/2001
Person ID:		SSN:		Age:	16 Yrs
-School History-					
Start Date	School Name	Category	Address	End Date	End Reason
09/01/2017	Bailey Stem Magnet Middle School	Public	Davidson		
09/01/2016	DeHirsch Christian Academy	Private	Davidson	08/31/2017	11
<input type="button" value="Add School"/>					
-Forms-					
Education Passport					

Ending a School Entry

Regardless of **School Category**, the steps to end a school are the same.

The following choices to end a school entry are located under the **Reasons for Withdrawal/Transfer** field:

- Death
- Dropped Out
- Earned GED
- Enter GED Program

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- Enter Home School
- Entering Post-Secondary Program
- Expelled
- Graduated
- Other
- Promoted (used when youth changes to the next grade)
- Released from Custody
- Transferred to Another School
- Zero Tolerance

Navigate to the **School Profile** screen as described on page 2.

- Click the **select** link next to the school entry that is being ended.

The screenshot shows the 'School Profile' tab in the TFACTS system. At the top, there is a 'Person Header' section with fields for Name (Test, Child16), Gender (FEMALE), and DOB (06/13/2001). Below this is a 'School History' table with columns for School Name, Category, County Name, Start Date, Beginning Grade, End Date, and Ending Grade. A single entry is visible for 'Donelson Christian Academy' with a 'select' link highlighted in red. Below the table are links for 'Forms' such as 'Education Passport' and 'Principal Notification Letter'.

- Enter the following fields:
 - **End Date**
 - **End Reason**
 - **Reason for Withdrawal/Transfer**
 - Click **Save**

The screenshot shows the 'Education' screen with the 'School Information' form. The form includes fields for School Name, County, Address, State, Beginning Grade, and Start Date. The 'Ending Grade' and 'End Date' fields are highlighted with a red box. The 'Reason for Withdrawal/Transfer' dropdown menu is also highlighted with a red box and set to 'Promoted'. At the bottom of the form, the 'Apply', 'Save', and 'Cancel' buttons are visible, with 'Apply' and 'Save' highlighted in red.

Performance

Click **Performance** tab for option to:

- Click **Add Review-** to add an **Academic Review (Parts 1 and 2)**
- Click **Add Suspension/Expulsion-**to document the suspension or expulsion history of the youth

Person Header

Name: _____ Gender: FEMALE DOB: 01/30/2007
 Person ID: _____ SSN: ***-**-8132 Age: 16 Yrs

Academic Review History

Review Date	Grade Level	504	Reviewer
Add Review			

Suspension/Expulsion History

Type	Explanation	Start Date	End Date
Add Suspension/Expulsion			

[Close](#)

Special Education: Adding IEP/ IFSP

If a youth has an **Individualized Education Plan (IEP)** OR an **Individualized Family Service Plan (IFSP)** follow these steps to enter.

- Click **Special Education** tab

Person Header

Name: _____ Gender: MALE DOB: 01/01/2005
 Person ID: _____ SSN: ***-**-4391 Age: 17 Yrs

School History

School Name	Category	County Name	Start Date	Beginning Grade	End Date	Ending Grade
Blountville Middle	Public	Sullivan	11/11/2019	8	01/22/2020	8
Sullivan East Middle School	Public	Sullivan	01/23/2020	8	05/23/2020	8
Sullivan East High	Public	Sullivan	08/03/2020	9		

[Add School](#)

Forms

[Education Passport](#)
[Principal Notification Letter](#)

[Close](#)

- Click **Add IEP**

Psycho / Educational Assessment History

Date Assessment Completed	Completed By
Add Psycho / Education	

Individualized Education Plan (IEP) History

Effective Date	Expiration Date	School	Addendum Ex...
Add IEP			

Individualized Family Service Plan (IFSP) History

Effective Date	Expiration Date	TLIS District Office
Add IFSP		

[Close](#)

The **Special Education Eligibility** and **IEP Information** screen displays.

Special Education Eligibility

- Enter **Eligibility Report Date**, **Eligible Yes** or **No**, choose applicable **Education Disability**, click **Add** to move option chosen, check-mark **Parent Refused Service** (if applicable)

IEP Information:

- Click **Search School**, enter **School Search Criteria**, click **Search**

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- Click **choose** link by appropriate school (**School** and **County** fields auto-populate based on school chosen)
- Enter **IEP Development Date**
- Click **Save**, returns to **Special Education** tab

Special Education Eligibility

Eligibility Report Date: Eligible: Yes No

Educational Disability:

Parent Refused Service:

IEP Information

County: School:

IEP Development Date: IEP Expiration Date:

Behavioral Intervention Plan:

Comments:

Addendum History

Addendum Date	School

- Click **Add IFSP**

School Profile Performance Special Education

Person Header

Name: Gender: MALE DOB: 01/01/2005

Person ID: SSN: ***-**-4391 Age: 17 Yrs

Psycho / Educational Assessment History

Date Assessment Completed	Completed By

Individualized Education Plan (IEP) History +

Effective Date	Expiration Date	School	Addendum Exist

Individualized Family Service Plan (IFSP) History +

Effective Date	Expiration Date	TEIS District Office

TEIS Eligibility

- Enter **Eligibility Report Date**, **Eligible: Yes** or **No**, choose applicable **Developmental Delay** option, click **Add** to move option chosen, check-mark **Parent Refused Service** (if applicable)

IFSP Information

- Choose **County** from drop down (will auto-populate the **TEIS District Office**)
- Enter **IFSP Development Date**
- Click **Save**

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TEIS Eligibility

Eligibility Report Date:

Developmental Delay:
Adaptive
Cognitive
Communication
Motor

Parent Refused Service:

Eligible: Yes No

IFSP Information

County: *

IFSP Development Date: *

IFSP Expiration Date:

Comments:

500

You have completed this storyboard.