

Community Supervision Standards  Kansas Department of Corrections- Division of Juvenile Services State of Kansas	<b>CHAPTER:</b> <b>EDUCATION AND EMPLOYMENT</b>	<b>STANDARD NO.</b> <b>CSS-05-101</b>
	<b>SUBJECT:</b> <b>EDUCATIONAL ENROLLMENT INFORMATION FORM (EEIF) DATABASE</b>	<b>PAGE: 1 of 1</b>
<b>REFERENCES: Appendix 5Q, KSDE/FERPA 001</b>	<b>DATE ADOPTED: 1-1-2013</b> <b>DATE REVIEWED: 1-4-2017</b>	

**STANDARD:** Written policy, procedure and practice shall require the Community Supervision Agency Officer to complete the Educational Enrollment Information Form (EEIF) upon the request of another Community Supervision Agency or by a Department of Corrections Contracted Provider.

After completion of the EEIF forms and releases the information shall be entered into the EEIF Database.

A copy of the EEIF forms and releases shall be kept in the juvenile's case file.

**DISCUSSION:** None.

**NOTE:** The standards and procedures set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the juvenile offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or juvenile offenders, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised juvenile offenders or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.