

Tool 2.1: Individual recording form for school

Form for recording cases of children who are at risk of dropping out and monitoring of actions taken. To be filled in for children identified as being at risk (orange) or at high-risk (red) of dropping out.

Note: This sheet contains confidential data and can be only shared with authorised persons.

Case number (to be assigned by School PRTAN)

Section A: RECORD SHEET: This section is filled by a homeroom teacher when referring a child to School PRTAN.

Child	<i>Family Name</i>		<i>First Name</i>	
	<i>Date of Birth</i>		<i>Sex</i>	
	<i>Ethnicity</i>		<i>Language(s) spoken</i>	
	<i>School (last school)</i>		<i>Grade (last grade)</i>	
	<i>Address</i>		<i>Phone numbers (home+mobile)</i>	
Parents or Carers	<i>Name</i>		<i>Address and phone</i>	
	<i>Name</i>		<i>Address and phone</i>	
Optional info about other family members, esp. siblings	<i>Name and relation to the child</i>		<i>Comment/ School</i>	
	<i>Name and relation to the child</i>		<i>Comment/ School</i>	
	<i>Name and relation to the child</i>		<i>Comment/ School</i>	

This part refers to evaluation of risk factors from the Identification Sheet (tool 1), and provides details about risk factors.

Risk factors	Description	
Attendance:		
Academic performance:		
Behaviour:		
Age: How is child's age in comparison with his/her classmates		
Health or disabilities:		
Family circumstance:		
Family engagement with school:		
Peer pressure/ Influence of friends or siblings:		
Safety: at risk of: (i) Domestic violence, (ii) Other forms of abuse or neglect or exploitation		
Additional comments on risk factors		
Status	<input type="checkbox"/> <i>orange (two risk factors)</i> <input type="checkbox"/> <i>red (three or more risk factors)</i>	
Protective factors: Which factors could help student to remain at school? E.g. social networks, emotional maturity, carer or identified same age people, strong self-evaluation		

Section B: CASE MANAGEMENT PLAN: This part should be filled in gradually by member of a School PRTAN (Case Manager), recording actions planned and taken to prevent child's drop out or to reintegrate a child that is out-of-school and their results and development of the case (Progress Review).

Date when child starts being monitored		Case manager		
Actions taken	Description (What should be done?)	Deadline	Responsible parties	Comments on progress/results
Action 1				
Action 2				
Action 3				
Action 4				
Action 5				
Progress review: please record development of the case				
	Date	Description of development of the case (with regard to risk factors identified, results of actions taken and other relevant changes in behaviour or situation of the child)		
Progress review 1				
Progress review 2				
Progress review 3				
Progress review 4				

Progress review 5			
Referral of the case to MED	<i>Yes / No</i>	Date	
Referral of the case to Centre for Social Work	<i>Yes / No</i>	Date	
Case closed	<i>Yes / No</i>	Date	
Further comments			
Section C: REFERRAL SHEET: This section is to be filled by member of school PRTAN (Case Manager), only if the child is being referred to an external institution (MED or CSW).			
Reason for referral	Child has been absent for more than 10 days without a valid reason		
	Serious concerns about the safety of the child (please provide details)		
	Other reasons (please provide details)		
If child has been absent for more than 10 days without a valid reason			
Date when child attended school last time		Reasons for non attending given by parents	
		Reasons for not attending given by child	