

**Tool 6.1 For Municipalities: Individual recording form for children at risk and out-of-school children**

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

**Form for recording children out-of-school or children at high risk of dropping out (if referred by School PRTAN).**

**Section A: This section shall be filled out by responsible municipal official, upon referral of the case to the MED.**

<b>Case Number</b>		<b>Date case opened</b>		
<b>PRTAN case manager</b>		<b>Case referred by</b>		
<b>Child</b>	<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 nr (home+mobile)</i>	
<b>Parents or Carers</b>	<i>Name</i>		<i>Address and phone</i>	
	<i>Name</i>		<i>Address and phone</i>	

Optional info about other family members, esp. siblings	Name and relation to the child		Comment/School	
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Risk factors	Description			
Attendance:				
Academic performance:				
Behaviour:				
Age: How is the child's age in comparison with his/her classmates				
Health or disabilities:				

<b>Family circumstance:</b>		
<b>Family engagement with school:</b>		
<b>Peer pressure/ Influence of friends or siblings:</b>		
<b>Safety:</b> at risk of: (i) Domestic violence, (ii) Other forms of abuse or neglect or exploitation		
<b>Additional comments on risk factors</b>		
<b>Status</b>	<input type="checkbox"/> <i>orange (two risk factors)</i> <input type="checkbox"/> <i>red (three or more risk factors)</i>	
<b>Protective factors:</b> <b>Which factors could helps student to remain at school?</b> E.g. social networks, emotional maturity, carer or identified same age people, strong self-evaluation		

**Section B: This part is to be filled gradually by member of a Municipal PRTAN (Case Manager), recording actions planned and taken by Municipal PRTAN to support case management led by School PRTAN.**

<b>Date when child starts being monitored</b>		<b>Case Manager</b>		
<b>Actions taken</b>	<b>Description (What should be done?)</b>	<b>Deadline</b>	<b>Responsible parties</b>	<b>Comment on progress/results</b>
<b>Action 1</b>				
<b>Action 2</b>				
<b>Action 3</b>				
<b>Action 4</b>				
<b>Action 5</b>				
<b>Action 6</b>				
<b>Action 7</b>				
<b>Action 8</b>				
<b>Action 9</b>				
<b>Action 10</b>				
<b>Action 11</b>				
<b>Action 12</b>				
<b>Comments</b>				

Progress review: please record the 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			
Progress review 6			
Progress review 7			
Progress review 8			
Progress review 9			
Progress review 10			
Referral of the case to Centre for Social Work	Yes / No	Date	
Referral of the case to MEST	Yes / No	Date	
Case closed	Yes / No	Date	
Further comments			

Explanation of indicators on child's situation		
	Indicators	Explanation
1.	Attendance	Details on children's last attendance at school – how many classes a month was the child missing
2.	Academic performance	Child faces difficulties in writing-reading (of letters and numbers), has low grades and weak academic performance in certain subjects
3.	Behaviour	Child repeatedly misbehaves or is repeatedly very aggressive
4.	Age	Child is at least two years older compared to its classmates
5.	Health and disability	Child has a disability or a chronic or long term illness / Disabilities (special needs), chronic diseases, physical and psychological health.
6.	Family circumstances	Child is an orphan or does not live with parents; child's parents have a disability or a mental illness, child's family faces extreme poverty or any other extreme circumstances; child is married or a parent; child is working
7.	Family engagement	Child's family does not value education; refuses to engage with the school or engages very little with the school
8.	Peer pressure	Child's siblings/cousins/parents have dropped-out from school or have attended very irregularly OR child's main peer networks include children or youth out of school (older youth, dropped out students) or people with recognised anti-social behaviour
9.	Safety	The child is endangered by domestic violence, abuse, neglect or damage