



Enter the name of the primary contact person associated with the school. This could be a teacher, counselor or principal.

*SPED*

Enter IE or 54 if the client is enrolled in a special education program. Leave blank if the client is not in a special education program.

*GRADE (F12)*

Enter the grade the client was in when they entered the school.

*ENTERED DATE*

Enter the date the client began attending the school.

*EXIT DATE*

Enter the date the client stopped attending the school.

*CMPL*

Enter a "Y" if the client completed the grade. Enter an "N" if the client did not complete the grade. Leave blank if this is unknown.

*REQUEST DATE*

This field will display the date the D210 (Request for Client's School/Medical Records) document was run in DocGen.

*PROVD DATE*

Enter the date the client's requested school records were received from the school.  
*When the D210 is requested, an alert will be sent to the worker 30 days from the request date if the information is not identified as being received.*

**Additional Information**

The most current education record will display on the bottom of the CLID (Client Detail) screen.

If the client changes schools, be sure to modify and end date the previous school detail before adding the new school detail.

As long as the client remains in the same school, you do not need to update the screen to reflect grade changes.