

**TO: GENESEE COUNTY PROBATION DEPARTMENT  
SCHOOL REQUEST FOR PINS**

School: \_\_\_\_\_

School Official Requesting Action: \_\_\_\_\_

School Address: \_\_\_\_\_

Phone/ Ext.: \_\_\_\_\_

Date of Request: \_\_\_\_\_

REASON:     Incorrigible & Ungovernable                       Truant                       Marijuana

Attached: Steps Taken to Improve Attendance/Conduct with dated outcomes of said steps.

Attached: Behavioral Log.

Attached: Attendance record, disciplinary referrals, and report cards .

Has the child been referred to CSE?  Yes     No

If yes, please attach copies of the IEP/504 Plans/Manifestation Hearing

\*The following services must be exhausted prior to the filing of a PINS Diversion:

Date STAR was offered to the child and family: \_\_\_\_\_  1-DAY     30-Day

Did the child and parent agree to participate in STAR?  Yes     No

If no, please provide reason why they did not participate in STAR:

\_\_\_\_\_

For truancy issues: Please provide date that CPS was called to file an educational neglect: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
mm    dd    yy

**PLEASE IDENTIFY THREE PRIORITY NEEDS:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Respondent: \_\_\_\_\_                      DOB: \_\_\_\_\_                      Age: \_\_\_\_\_

Phone: \_\_\_\_\_                      SS#: \_\_\_\_\_                      Grade \_\_\_\_\_

Address: \_\_\_\_\_

Father: \_\_\_\_\_                      Employer: \_\_\_\_\_

Address: \_\_\_\_\_                      Phone: \_\_\_\_\_

Mother: \_\_\_\_\_                      Employer: \_\_\_\_\_

Address: \_\_\_\_\_                      Phone: \_\_\_\_\_

Guardian: \_\_\_\_\_                      Employer: \_\_\_\_\_

Address: \_\_\_\_\_                      Phone: \_\_\_\_\_



I, \_\_\_\_\_, have read the foregoing statement and state that all the facts and information contained therein are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Signature

Sworn to before me this \_\_\_\_  
Day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

## **BEHAVIORAL LOG**

Please document all issues of truancy and any disciplinary referrals on this log. Make additional copies if needed.  
ALL COLUMNS MUST BE FILLED IN COMPLETELY AND SPECIFICALLY. INCOMPLETE INFORMATION SHALL RESULT IN  
IMMEDIATE RETURN OF PINS PETITION FOR COMPLETION

DATE	TIME	CLASS/PERIOD	<b>*SPECIFIC BEHAVIOR/ILLEGAL ABSENCES /MARIJUANA USE</b>	<b>FACULTY/STUDENT WITNESSES</b>

\*IN DESCRIBING THE SPECIFIC BEHAVIOR, DO NOT SOLEY USE WORDS SUCH AS "INSUBORDINATE," "INCORRIGIBLE,"  
"DISRUPTIVE," ETC. PLEASE EXPLAIN THE BEHAVIOR IN COMPLETE DETAIL AND THEN ATTACH ALL OF THE DISCIPLINE  
REFERRALS AND ATTENDANCE RECORD.