Intake Flow Chart for Families In Transition Students

REGISTRATION

Every family fills out Primary Night-time Residence Questionnaire
(If YES marked, continue)

Complete F.I.T. Standard Intake Form

Return Form to School Staff/Administration

School Enrolls and Registration is complete

Staff Sends form to F.I.T. office

Student Brings back any requested documents to school

F.I.T. office confirms information, follows-up with family and distributes necessary services

SERVICES REQUESTED

Is the student currently enrolled in school?

NO Go through registration procedure

YES Is student currently enrolled/identified in the F.I.T. Program? (determined by filling out a F.I.T. Intake Form)

NO Complete F.I.T. Intake Form and return to F.I.T. Office or Outreach Worker

YES Contact Outreach Worker or F.I.T. Staff

Bring back any requested documents to F.I.T. Outreach Worker or Staff

F.I.T. office confirms information, follows-up with family and distributes necessary services

Families In Transition Department (510) 307-4508 Email: fit@wccusd.net