

STANDARIZED PLACEMENT NOTIFICATION

(Community Supervision Agency Logo Information)

(Date)

RE: (Juvenile's Name, Case Number (s))

(Parent Name)

(Address)

(City, State, Zip Code)

Dear (Parent):

(Juvenile's Name) was placed in the custody of the Kansas Department of Corrections (KDOC).

As the contracting agency, for KDOC, we are responsible for supervising and monitoring (Juvenile's Name) progress while in the State's custody. It is our desire to have your child become a law-abiding and productive citizen in the community and be reunited with your family.

As part of the responsibilities and duties as supervising officers, we have located the least restrictive (most family like) placement for your (son/daughter), within close proximity to your home. (Juvenile) will be placed at (Placement Name), located at (Address) on (Date). Their phone number is (Number).

Please feel free to contact me for additional information at (Work Number).

Sincerely,

(Name)

(Title)

cc: Sentencing Judge
District Attorney
Juvenile's Attorney
File