



COMMONWEALTH of VIRGINIA
DEPARTMENT OF EDUCATION

DATE: June 29, 2023
TO: Division Superintendents
FROM: Dr. Lisa Coons, Superintendent of Public Instruction
SUBJECT: **Department of Juvenile Justice Electronic Notification Process**

To ensure consistent and timely notification when students are alleged to have committed certain criminal acts, the Virginia Department of Juvenile Justice asks that each school division provide an email address for a dedicated, secure electronic mailbox that can receive encrypted messages and provide read receipts. The email inbox should be one that is accessible by the school division superintendent and others entrusted with confidential information involving juveniles.

Section 16.1-260 (G) of the *Code of Virginia* states that a report must be filed with the superintendent of a school division when a petition has been filed alleging a juvenile student has committed a certain act(s) that would be a crime if committed by an adult or alleging an adult student has committed a certain criminal offense(s). The report shall notify the school division superintendent of the petition filing and the nature of the offense(s).

Each school division will be contacted by its respective court service unit and asked to provide an email address where such reports may be sent. The reports will no longer be sent by other means such as postal mail, interoffice mail, or facsimile.

For questions regarding this requirement, please contact the court service unit for your school division's jurisdiction. A listing of [Court Service Units](#) is available online. Court Services Units have also been instructed to reach out to their local school divisions to provide support.

LC/SMH/sp