

DEPARTMENT OF CORRECTIONS - WISCONSIN

Division of Juvenile Corrections

DOC-2553 (Revision 04/2026)

Wisconsin Statutes s. 938.49(2)(a)

Distribution: **Original** – DJC Facility or Field Case File

COUNTY DOCUMENTATION CHECKLIST

JUVENILE CORRECTIONS COMMITMENT

NOTE: The documents and information listed below will assist the Division of Juvenile Corrections in assessing and evaluating youth committed to a state juvenile correctional facility by the court. Wisconsin Statutes 938.49(2)(a) and 938.33 require agencies to submit a report containing crucial information as outlined in the checklist below. Information should be provided to the DJC Records Department on or before the disposition date.

YOUTH FULL LEGAL NAME:

COUNTY:

DISPOSITION DATE:

COUNTY CASE MANAGER NAME:

CASE NUMBER / NUMBERS:

CORRECTIONS INTAKE DATE:

Legal History

Current case legal documents:

- Original Dispositional Order, Order for Corrections, and associated Orders
 - Amended Dispositional Order
 - Order for Extension of Dispositional Order
 - Order for Change in Placement
 - Other Orders associated with current case:
 - Court Petition
 - Police reports for current offense(s)

Pending case / cases information:

- Pending adult criminal case / cases

Pending adult criminal Case Number / Numbers:

- Pending juvenile criminal case / cases

Pending juvenile criminal Case Number / Numbers:

- Next Court date / dates and time / times:

Social History

- Court Report (prior offenses and adjudications, prior treatment services, substance use history, family history to include place of birth, biological, legal guardian, and step-parent information, sibling information, strengths and needs)
- Verification of current legal parent/guardian name, address, and phone number
- Social Security number
- CHIPS/JIPS history related to abuse/neglect
 - Active coinciding Permanency Plan

Health Information

- Health/Dental related information relevant for treatment, current medical issues, current medications

Education

- School attendance and behavior history
- Current status: Grade in school, credits earned
- Special Education
 - Active IEP
 - Pending IEP
- Most recent school transcript
- Current detention education information

Psychological Services

- All historical psychological assessments and reports
- All historical psychiatric reports and list of current psychotropic medication
- Detailed information about any recent self-harm attempts or threats