



## **SCHOOL DIRECTORY FOR DCF STAFF Information and Sample**

### **Why is a school directory useful for DCF staff?**

Developing strong community connections is a vital part of the Resource Coordinators role in any DCF district. Given our work with children, schools are logical partners. By reaching out to schools and building a list of important personnel, Resource Coordinators can develop contacts that will assist with local family recruitment and with making transportation arrangements for students who are placed outside their community. Social Workers can use the School Directory to expedite student records and touch base with members of a child's school team. All of this works to improve placement and educational stability.

### **Creating and Updating School Directory**

1. By 2014 all Vermont DCF Districts will have some version of a School Directory. The recommended format is an excel spreadsheet as it allows the information to be used for mailings and emails. The Toolkit contains an [excel template](#). If your Directory is incomplete, ask a volunteer, intern or admin to fill in basic school district contact information. The school district and/or school website will contain most of this information. You can see a [sample](#) directory below.
2. To find the remaining information, as well as to confirm the information you have already filled in, contact the school directly and send them a copy of what you have produced.  
*Remember* – reaching out to the school is not just about collecting contact information. An email, letter or phone call from your office helps to build a strong relationship with school personnel and communicates to them that DCF is interested in a strong working relationship.
3. Compile the information for each school in each district into a booklet and/or post it on your office's shared drive.

### **Updating a School Directory**

School directories need to be updated *every year*. In late August, send a [letter/email](#) plus last year's directory to each school principal asking that they update their schools information and get it back to you. (See *School Directory Principal Letter*) Again, this is a great time to strengthen you connection with schools. Repost the finished version on your shared drive.





**VT-FUTRES**  
Fostering Understanding To  
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# Generate Multidisciplinary Networks Toolkit

## SAMPLE School Directory Template in Excel

| School Directory             |      |       |       | School District |      |       |     |      |
|------------------------------|------|-------|-------|-----------------|------|-------|-----|------|
| Position                     | NAME | PHONE | EMAIL | ADDRESS         | CITY | STATE | ZIP | NOTE |
| Superintendent               |      |       |       |                 |      |       |     |      |
| Secretary                    |      |       |       |                 |      |       |     |      |
| Director of Special Services |      |       |       |                 |      |       |     |      |
| <b>School Name</b>           |      |       |       |                 |      |       |     |      |
| Principal                    |      |       |       |                 |      |       |     |      |
| Assistant Principal          |      |       |       |                 |      |       |     |      |
| Front Office Admin.          |      |       |       |                 |      |       |     |      |
| Special Services Coord.      |      |       |       |                 |      |       |     |      |
| Guidance Director            |      |       |       |                 |      |       |     |      |
| DCF Child Contact            |      |       |       |                 |      |       |     |      |
| Media/Newsletter             |      |       |       |                 |      |       |     |      |
| <b>School Name</b>           |      |       |       |                 |      |       |     |      |
| Principal                    |      |       |       |                 |      |       |     |      |
| Assistant Principal          |      |       |       |                 |      |       |     |      |
| Front Office Admin.          |      |       |       |                 |      |       |     |      |
| Special Services Coord.      |      |       |       |                 |      |       |     |      |
| Guidance Director            |      |       |       |                 |      |       |     |      |
| DCF Child Contact            |      |       |       |                 |      |       |     |      |
| Media/Newsletter             |      |       |       |                 |      |       |     |      |

