

**INSTRUCTIONS FOR
DRUG EDUCATION SCHOOL REFERRAL AND COMPLETION FORM (DMH 4401)**

Numbers

1 – 5 Complete all information. This identifying information section will be expunged for those who qualify when notified by the proper authorities.

6 When name of city is two words, skip space between them. If complete name does not fit into space provided, use all 10 spaces and stop. Do not abbreviate. For example the following is correct:

W | I | N | S | T | O | N | | S | A

7 – 9 On all dates, use leading zeroes as appropriate. All 6 spaces must contain a number. For example: July 4, 1943 is correctly entered as

0 | 7 | 0 | 4 | 4 | 3

10 Enter correct number: Yes =

11 Each student needs to be assigned a unique number. Therefore, please use the following procedure in assigning numbers. The first two spaces reference the student; the middle two, the number of the school session during each calendar year; and the last two, the calendar year in which the sessions started. Since Standards limit enrollment to thirty, the first two numbers will always be 30 or less. Remember to use leading zeros as below. For example: the 14th student assigned to the 3rd school session of 1983 is correctly entered as

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12 Use your school designated on the DES Directory. Programs without a number need to be accredited before accepting referrals. School numbers are assigned at that time.

13 Enter the two-digit code from the attached List of County Codes.

14 Enter 1 or 2 and date if #1 entered.

15 – 16 Enter 1 or 2 (no leading “0” in single-digit blocks).

17 Twelve grades completed = 12. None completed = 9.

18 – 21 Enter one digit only.

22 – 23 These are program data dates. These dates do not reference the student. For example, if a student is enrolled in this school session, enter the dates whether or not the student completes. If the school session began on 1/1/83 and ended on 2/1/83, enter

| | | | | - | | | | |

24 Enter two digits. Use leading “0” if less than 10.

25 – 26 Enter 1 digit only.

Instructions (continued)

Numbers

- 27 If no remarks entered, enter appropriate code:

0	1
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- 28 – 29 Enter appropriate single-digit numbers. Enter all that apply.
- 30 – 32 Enter 1 digit only.
- 33 Enter appropriate number and sign. Local programs are responsible for monitoring the 150 day limit. Entries on lines 25 and 33 must be consistent.
- Note: Although the information requested is under two headings, “Court” and “Drug Education School,” DES personnel are ultimately responsible for completing or arranging for the completion of all entries.

COUNTY CODES

<u>CODE</u>	<u>COUNTY</u>	<u>CODE</u>	<u>COUNTY</u>
01	Alamance	51	Johnston
02	Alexander	52	Jones
03	Alleghany	53	Lee
04	Anson	54	Lenoir
05	Ashe	55	Lincoln
06	Avery	56	McDowell
07	Beaufort	57	Macon
08	Bertie	58	Madison
09	Bladen	59	Martin
10	Brunswick	60	Mecklenburg
11	Buncombe	61	Mitchell
12	Burke	62	Montgomery
13	Cabarrus	63	Moore
14	Caldwell	64	Nash
15	Camden	65	New Hanover
16	Carteret	66	Northampton
17	Caswell	67	Onslow
18	Catawba	68	Orange
19	Chatham	69	Pamlico
20	Cherokee	70	Pasquotank
21	Chowan	71	Pender
22	Clay	72	Perquimans
23	Cleveland	73	Person
24	Columbus	74	Pitt
25	Craven	75	Polk
26	Cumberland	76	Randolph
27	Currituck	77	Richmond
28	Dare	78	Robeson
29	Davidson	79	Rockingham
30	Davie	80	Rowan
31	Duplin	81	Rutherford
32	Durham	82	Sampson
33	Edgecombe	83	Scotland
34	Forsyth	84	Stanly
35	Franklin	85	Stokes
36	Gaston	86	Surry
37	Gates	87	Swain
38	Graham	88	Transylvania
39	Granville	89	Tyrrell
40	Greene	90	Union
41	Guilford	91	Vance
42	Halifax	92	Wake
43	Harnett	93	Warren
44	Haywood	94	Washington
45	Henderson	95	Watauge
46	Hertford	96	Wayne
47	Hoke	97	Wilkes
48	Hyde	98	Wilson
49	Iredell	99	Yadkin
50	Jackson	00	Yancey