

December 6, 2007

<b>DIRECTIVE:</b> <b>JOB CORPS PROGRAM INSTRUCTION NO. 07-14</b>
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**TO:**                    ALL JOB CORPS NATIONAL OFFICE STAFF  
                          ALL JOB CORPS REGIONAL OFFICE STAFF  
                          ALL JOB CORPS CENTER DIRECTORS  
                          ALL JOB CORPS CENTER OPERATORS  
                          ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
                          ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

**FROM:**                ESTHER R. JOHNSON, Ed.D.  
                          National Director  
                          Office of Job Corps

**SUBJECT:**            Transporting Minor Students Home from Job Corps in Accordance With  
                          PRH 6.4, R4, Separations

1.     Purpose. To ensure Job Corps centers comply with policy regarding student transportation requirements described in PRH Chapter 6, Section 4.
2.     Background. PRH 6.4, R4. (a) (4), requires centers to document communication with a minor student's parent or guardian regarding the student's separation status, date and scheduled time of arrival home. There have been incidents in which students have alleged that centers transported minor students to bus terminals or other locations without properly notifying a parent or guardian of the student's travel status.
3.     Action. Prior to the student's departure from the center, the Center Director must ensure that a minor student's guardian is contacted before travel and that the contact is appropriately documented. Centers should also contact the student's guardian within 24 hours after the estimated time of arrival to confirm that he or she arrived home safely. Addressees are to ensure that this Program Instruction is distributed to all appropriate staff.
4.     Expiration Date. Until superseded.
5.     Inquiries. Inquiries should be directed to Marsha Fitzhugh at (202) 693-3099 or [fitzhugh.marsha@dol.gov](mailto:fitzhugh.marsha@dol.gov).