



CYFS Adding School Information to Avatar – School/Care Placement Tracking form

The School/Care Placement Information form is where the information can be entered and then the school will pull in the School/Care Placement Tracking form. The School/Care Placement Tracking form will not allow you to add a new school.

Once you open the School/Care Placement Information form you will be asked for a Provider, enter ***School Or Care Placement Entry*** (the keyword *school* will get you a drop down with the correct option).

Opening: School/Care Placement Information

Home > Select Provider >

Select Provider

Q school

Results

School Distr West Allis West Milwaukee (000039)
School or Care Placement Entry (000237)

On the next predisplay click ***Add***.

Opening: School/Care Placement Information

Home > Select Provider >

✓ Selected Provider : School Or Care Placement Entry (000237) (237)

Select Record

Date Created	Category	School/Care Placement - Name	Contact - Name	Contact - Phone #
09/25/2026	School	Frederick J Gaenslen School		
09/11/2026	School	private school / carter		
		NORTHWEST CAMPUS		
09/19/2025	School	Holston Academy		

Total Records: 549 << < 1 2 3 > >>

Add Edit Delete Cancel

Then the form will open allowing you to enter the school information and click **Submit**.

- 1) **Date Created** – date form is completed
- 2) **School/Care Placement Category** – choose the correct description from the drop down
- 3) **School/Care Placement – Name**
- 4) Click **Submit**

The ★ fields are not required but should be completed if possible.

SCHOOL OR CARE PLACEMENT ENTRY (000237)

SCHOOL/CARE PLACEMENT INFORMATION

4 Submit Discard Add to Favorites

School/Care Placement Information
School/After-Care Placement

1 Date Created *

2 School/Care Placement Category *

3 School/Care Placement - Name *

Placement Category - Other Placement - Address Placement - Zip

Placement - Phone # Placement - City Placement - County

Contact - Name Contact - Phone # Placement - State School - District

School/Care Placement Comments

Once the School/Care Placement Information form is completed the School/Care Placement Tracking form will have that school available in the dropdown list.