



DIRECTIONS: Use this form to communicate to the Department of Children's Services (DCS) any incident(s) that has affected or could affect a student's time frame for completion or ability to successfully complete the DCS BSW/BSSW Stipend Program, DCS MSW/MSSW Tuition Program, Graduate Reimbursement Program, or the Child Welfare Leadership Program. This report must be submitted according to the terms and deadlines specified in your signed Program Agreement. Please attach additional documentation as appropriate to substantiate details in this form.

Date of Report:

Semester/Term of Incident:

Person Completing This Report:

Student/ Participant to Whom this Report Applies:

Tuition Program: BSW/BSSW Stipend Program Graduate Reimbursement Program

MSW/MSSW Tuition Program Child Welfare Leadership Program

Incident Pertains to: Academic Performance Field Placement

Other (please specify):

Details of Incident: Problems, Concerns, or Issues:

Details of Response: Actions Taken:

Student Signature

After completion, please print this form, sign, make a copy for your records and send the original copy to:

Department of Children's Services Tuition Assistance Program UBS Tower 315 Deaderick Street, 7th Floor Nashville, TN 37243 OR Scan and Email to: IV-E Tuition.EI-DCS@tn.gov



Check the "Forms" Webpage for the current version and disregard previous versions. This form may not be altered without prior approval.