

Foster Child Immediate Enrollment

For children in the custody of a NC County Child Welfare Agency

Confidential

Student Information

Date of Enrollment:			
Receiving School:			
Student Name:			
Age:	DOB:	Sex:	
County Child Welfare Agency:			
County Child Welfare Agency Contact Name:			
Email:		Phone:	Fax:
Care Provider Name:		Phone:	
Care Provider Address:			
Date of Custody:		Date of Placement Change (if different):	
School Enrollment Needed Due to:	<input type="checkbox"/> Best Interest Determination meeting Date of meeting:	<input type="checkbox"/> Emergency Foster Care Placement (or Placement Change)	<input type="checkbox"/> New Enrollment
Last School/Pre-school Attended:			Current Grade:
Does student have IEP?	Yes	No	Unknown
504 Plan?	Yes	No	Unknown
Any special safety concerns or special conditions?			

The county child welfare agency shall coordinate with the local educational agency to ensure that a child in foster care is immediately enrolled with all educational records provided to the new school ([Fostering Connections to Success and Increasing Adoptions Act of 2008 \(P.L. 110-351\)](#); [Social Security Act, Title IV, § 475 \(1\) \(G\) \[42 USC 675\]](#)). Every Student Succeeds Act (ESSA) (P.L. 114-95) requires enrollment to occur even if not all information is available.

Release of Information

Schools, their agents and employees from the previous school, _____, in possession of this student's educational records are required by ESSA to release such information as necessary for the purposes of immediate, educational enrollment at _____ (school of enrollment).

The sending and receiving schools shall expedite the transfer of the student's record.

A copy of the non-secure custody court order was provided with this form.

Educational Services Meeting

When a foster child/student is enrolled in a new school an Educational Services (ES) meeting should be held within 30 days of the child's enrollment in the new school. The purpose of the meeting is to ensure each child has the appropriate services to meet his or her educational, social, transportation, and other needs.

The Educational Services meeting has been scheduled:

Date: _____	Time: _____	Location: _____
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Local Educational Agency Point of Contact: _____

County Child Welfare Agency Point of Contact: _____

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Form Instructions

Purpose

The purpose of the Foster Care Immediate Enrollment form is for the county child welfare agency to provide information to notify the school principal and/or school superintendent and for the school to immediately enroll the child. This document provides information for the county child welfare agency to notify the school principal and/or school superintendent and for the school to immediately enroll the child.

“Immediate” means as soon as possible. In most cases, this should be no later than the beginning of the next school day after the presentment for enrollment. “Enrollment” means the child is attending classes and participating fully in school activities. If, despite all reasonable efforts, school officials are unable to enroll the child by the beginning of the next school day following presentment for enrollment, the student shall be enrolled no later than the second school day following presentment. If enrollment is delayed until the second school day after presentment, school officials shall document reasons for the delay and attach these reasons to this form. Enrollment must not be denied or delayed because documents normally required for enrollment have not been provided.

When a county child welfare agency places a child in foster care or in a new foster home, the child should continue to attend his or her current school. Policy requires a Child and Family Team (CFT) meeting be held prior to assuming non-secure custody or making a foster care placement change. The Best Interest Determination (BID) meeting regarding the child’s school placement shall be a part of the CFT meeting, if possible. If the determination in that CFT/BID meeting is that it is in the best interests of the child to attend a new school, the Foster Child Immediate Enrollment form is used.

RARE exceptions may exist when a change in the school placement is necessary for emergency foster care placements or placement changes and there is inadequate time to schedule a CFT/BID. A change in school placement even when an emergency foster care placement (change) occurs, should only be considered before the BID meeting when it is detrimental to the child’s best interests to remain in his or her school of origin and must be approved by the county child welfare agency director (or designee). The Foster Child Immediate Enrollment form would be used in this emergency situation.

The Foster Care Immediate Enrollment form (DSS-XXXX) will be used at the time of enrollment for a child that was not enrolled in public school prior to entering foster care or a foster care placement change (i.e., a child entering school or pre-school for the first time). An Educational Services (ES) meeting is not required for this child but may be considered if the child has any special needs.

Use of the Foster Care Immediate Enrollment Form

When a child requires enrollment in a new school, the county child welfare social worker shall complete the Foster Care Immediate Enrollment form. Either the county child welfare social worker or the foster care placement provider shall deliver the Foster Care Enrollment form to the new school within one school day of the foster care placement or foster care placement change.

The receiving school must immediately contact the child’s school of origin to obtain the relevant records and documentation, and the school of origin should immediately transfer those records. In addition to ensuring immediate enrollment, local educational agencies and county child welfare agencies should ensure that children in foster care are regularly attending and participating in school and that all of their educational needs are being met.

Educational Services Meeting

The Immediate Enrollment form also serves to communicate the need for an Educational Services meeting. Even when there was a Best Interest Determination (BID) meeting, an Educational Services (ES) meeting should be scheduled when a child is enrolled in a new school. The purpose of the ES meeting is to ensure the child has all required educational services and to discuss the child’s school transition. Scheduling of an ES meeting after enrollment in a new school is the responsibility of the county child welfare agency. The county child welfare agency worker should collaborate with the local educational agency to schedule the ES meeting within 30 days of the child’s enrollment in a new school.

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The following parties should be invited to attend the ES meeting:

- The point of contact (POC) for the county child welfare agency, and/or the social worker with the most information about child;
- The POC for the local education agency, and/or the representative from the school of origin who has the most knowledge about the child and who is best able to provide feedback on significant relationships the child may have formed with staff and peers and how changing schools may have impacted the child's academic, social, and emotional well-being. This could be a teacher, counselor, coach, another meaningful person in the child's life, or any or all of the above;
- If the child has an IEP or a Section 504 Plan, the relevant school staff members who could speak to the special needs of the child should also be invited to participate;
- If the child is an English Learner, a student identified as having limited English proficiency in speaking, listening, reading, or writing English, other relevant school staff may need to participate;
- The child, depending on age;
- Foster parents;
- Biological parents, guardians, or custodians when appropriate;
- Relatives of the child with perspective on the child's educational needs; and
- The child's court appointed Guardian ad Litem, or a representative from the appropriate GAL program.

The county child welfare agency social worker must invite, and prepare as needed, the child, parents, and court partners (GAL, etc.). The local educational agency POC must invite teachers, coaches, special education services, transportation services, or any other educational services, as appropriate.

The BID form (DSS-XXXX) used to document a BID meeting is also used to document an ES meeting. Check on the top of the form the box for Educational Services meeting. For an ES meeting the following questions in Section II do not need to be completed: 4, 12, 13, 14, and 15. Section III is also not completed for an ES meeting.

Request for School Records / Best Interest Determination

For those rare cases when the county child welfare director approves a change in school prior to a BID meeting, the county child welfare agency social worker may choose to use pages 1 and/or 2 of the Notification Form (DSS-XXXX) along with the Immediate Enrollment form. Page 2 of the Notification Form includes a request for the child's school records and when appropriate, the information to schedule a BID meeting instead of an ES meeting.