



Re: Notice to School: HHS supervision of a child

Dear _____,

You are being contacted by the Department of Health and Human Services (HHS) with important information regarding the child below. If you are receiving this notice in error, please contact HHS.

Child's Name:	Date of Birth:
Date of Placement:	School most recently attended:
School District of Origin:	School District of Placement:

Official notification: Please contact the Social Work Case Manager using the contact information at the end of this letter to discuss the following:

- Acknowledge this notification that HHS is providing supervision of the child
- Assistance with the selection of the appropriate educational placement through a joint meeting with child welfare and education professionals
- Assistance with the transfer of education records to new education setting
- Other questions or concerns relating to the child

Legal authority: Iowa Code 232.2(4) requires HHS to ensure and provide documentation of the educational stability of the child while in foster care including, but not limited to, an assurance either that the department coordinated with appropriate local educational agencies to identify how the child could remain in the educational setting in which the child was enrolled at the time of placement (the School of Origin) or, if it was determined it was not in the child's best interest to remain in that setting, that the affected educational agencies would immediately and appropriately enroll the child in another educational setting. Iowa Code section 280.29 requires a school district or an

accredited nonpublic school, upon notification by an agency of the state that a child in foster care is transferring from one school to another, to provide for the transfer of all of the educational records of the child no later than five school days after receiving the notification. The receiving school is required to provide immediate and appropriate enrollment.

Consent and release of information: Any information provided or received, including this notice, shall be kept confidential and provided to only persons within your agency on a “need to know” basis. The Uninterrupted Scholars Act, which amended FERPA, permits the sharing of this notification and student information sharing with the case manager of a child in foster care without a signed release from the parent or guardian. (Health, substance abuse, child protection, and HIV information requires specific consent under the law and, therefore, is *not to be released* using this authorization.)

School officials with questions regarding this form or transfer of records may contact the Iowa Department of Education: Elisa Koler, elisa.koler@iowa.gov or (515) 669-4052. Additional resources regarding serving students involved in the child welfare system can be found at <https://educate.iowa.gov/pk-12/student-services/distinct-populations/foster-care>.

Thank you for your prompt attention to this matter. Please contact the Social Work Case Manager using the information below:

Social Work Case Manager	Title
Office Address	
Email	Office Phone