

ESSA Checklist: Things DHS Workers Should Do

- Notify School District of Origin's "Point- of- Contact" (LEA POC) that a child is entering an initial foster care placement or changing foster care placement when the placement resource is identified. Notification should be on the same business day the placement resource is identified. For after- hours placement, notification should be on the next business day.
- Collaborate with the LEA POC in making a **best interest determination** regarding school placement - should the foster child remain in the school of origin or enroll in the school that serves the placement resource? Solicit input of other team members.
- If it is determined the child should remain in the school of origin, and transportation is needed from the foster care placement to the school, collaborate with the LEA POC to establish the most cost effective means of transportation available.
- If it is determined the child should transfer to another school, work with the LEA POC to ensure the child is immediately enrolled and records are transferred from the school of origin within five days of enrollment.
- Monitor/Document:**
 - Case Permanency Plan, Part B: "Child Well Being/School Performance"
 - Case Permanency Plan, Part C: Placement Status Information - Did the child change schools at time of placement? If Yes, explain.
- Monitor/Document:**
 - Case Permanency Plan, Part C: Education Record
 - Case Permanency Plan, Part C: Youth with Special Needs
 - FACS: School Detail Screen
 - Monitor school performance and stability. Update the Case Permanency Plan when changes occur.
 - Include information about school stability and performance in case narrative and court reports/case plan reviews.
 - Track school placement changes and best interest determinations.
 - Retain school records in the case file.
 - Provide education information to foster care provider.

Throughout the process, consult with your DHS Point of Contact as needed and in accordance with local Service Area protocol.