

The background is a composite image. The top left shows a line of yellow school buses, with the number '32' visible on the front of one. The bottom left shows a classroom with blue walls, decorated with colorful balloons and framed pictures. There are several desks and chairs arranged in the room.

Best Practices for Expeditious Enrollment and Placement of Students in Foster Care

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KSIS End of Year Training
Every Student Succeeds Act (ESSA) requirements for children in foster care

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Every Student Succeeds Act (ESSA) Title I, Part A Requirements for Children in Foster Care

Purpose of Webinar

Participants in this webinar will leave with an understanding of...

- Overview: Foster Care Federal and State Laws
- Requirements under ESSA, Best Practices and House Bill 312
- Protocols for students records within the Infinite Campus student information system.

Federal Policy Initiatives

Federal Legislation	Significance
2008 Fostering Connections to Success and Increasing Adoptions Act	Education provisions of Fostering Connections require: All case plans include assurances of educational stability. Child welfare staff consider appropriateness of school and proximity to school of origin when making foster care placements. Child welfare staff work with school staff to ensure children remain in the school of origin at the time of placement. Provide immediate and appropriate enrollment in a new school regardless of the availability of enrollment forms. Provide all the educational records of the child to the new school.
2013 Uninterrupted Scholars Act	In 2013, the Uninterrupted Scholars Act made changes to FERPA (Family Education Rights and Privacy Act). The change allowed for release of educational records to child welfare agencies without prior parental consent. The act eliminated the requirement that education agencies notify parents before education records are released pursuant to court order to any individual when the parent is a party to the case where the order was issued.
2015 The Every Student Succeeds Act (ESSA)	Local Title I Plans must contain assurances that the local education agency (LEA) will collaborate with the child welfare agency to: designate a point of contact (POC); develop and implement procedures for how transportation to maintain foster youth in their schools of origin, when in their best interest, will be provided, arranged and funded; develop procedures to maintain foster youth in their school of origin during any dispute around transportation funding. As of December 10, 2016 “awaiting foster care placement” has been removed from the law. Foster youth can no longer receive district McKinney-Vento (MV) services on the basis of foster status alone.
KY 2020 House Bill 312	In March of 2020, HB 312 was introduced to ensure the expeditious enrollment and placement of children in foster care who are entering a new school or transferring to a new district in accordance with ESSA. The bill was also created to promote the sharing of information of students in foster care among schools, districts, Cabinet for Health and Family Services (CHFS), and the child’s caseworker.

Educational Stability Requirements Applies to...

- Children in foster care enrolled in schools and;
- Applicable public preschools

[Non-Regulatory Guidance: Ensuring Educational Stability and Success for Students in Foster Care](#)

ESSA Foster Care Title I, Part A Requirements

- Identifying Students and Maintaining Confidentiality
 - Improving education outcomes.
- Remaining at the same school when their living placement changes, unless a determination is made that it is not in the child's best interest to attend the school of origin.
 - When making decisions regarding students with disabilities under IDEA and Section 504, LEA must ensure that all required special educational and related supports are provided in the least restrictive environment.
- Transportation to School of Origin and Collaborating to Develop Transportation Plans
- Immediate Enrollment and Transfer of Records

Other Federal Requirements and Best Practices

- Enrolling students in the National School Lunch Program and School Breakfast Program [[See Code of Federal Regulations 7 CRF 245.6](#)]
- It is a best practice for school counselors to communicate with the Department for Community Based Services (DCBS) Independent Living Specialist and attend Transition Plan Meetings with the students in foster care.
 - Each regional independent living specialist hosts Independent Living Coalition Meetings
 - Consider following them on social media @KentuckyRise

House Bill 312 Kentucky Legislative Requirements

- [House Bill 312](#) (2020 Regular Session)
- Direct impact on local districts
- The legislative expectation requires districts to expedite the transfer of foster children's student records.

Enrollment Requirements

- ❑ Requires the caseworker or case manager to either accompany the child and the foster parent to the new school to enroll or contact district staff via telephone during the day of enrollment and provide relevant information to the child's enrolling.
- ❑ If a student does not remain in the school of origin, the new school shall immediately enroll the child, even if the child is unable to produce records required for enrollment, including but not limited to academic records, medical records, and proof of residency.

Requirements of the New School

- The new school must immediately contact the school last attended by the child and obtain relevant academic and other records.

Requirements of the Previous School

- ❑ Requires that records in the student information system be transferred by the end of the working day on which the request is received. If a record provided to the new school is incomplete, the previous school shall provide the completed record within three (3) working days of the original request.

New School

Immediately requests the foster student's records from the previous school

Previous School

Provides the new school all educational records in the student information system regarding the child by the end of the working day on the day of receipt of the request

Previous School

If a record provided to the new school is incomplete, the previous school shall provide the completed record within three (3) days of the original request

Student Records Transfer Report

Records Transfer Importance

- The records transfer process (requesting and releasing) must be a priority for all districts. Failing to follow proper records transfer procedures can cause records to be lost, such as attendance, enrollment history, special education, gifted and talented, immunizations, health data, and other data, which are required to comply with state and federal reporting.

Requesting Records Data Analysis

- Requesting records by receiving school:
 - In 2019-2020, 26% of all schools requested records within 2 days of enrollment. There were over 35,000 requests for student records statewide, approximately 5,700 of these were for foster students.
 - Through October 29, 2020, we have seen improvement. There have been 7,500 student record requests and 62% have been requested within 1 day of enrollment. Of the 1,000 student records requests for foster students, 94% of schools requested records in one day.
 - Overall, 163 districts have reduced the amount of time between enrollment and initiating a request for records.

Releasing Records Data Analysis

- Releasing records by former school:
 - In 2019-2020, 68% of all schools released records within 2 days of receiving a request for student records.
 - Of the total records released in 2020-2021 through October 29, 2020, 73% of schools release records in 1 day. Of the 1,000 records requested for foster students, 94% of schools released in one day.

Report Options

- A student- level report providing detailed information for students enrolling from another KY school (R21), withdrawing to another public school (W22 or withdrawing under jurisdiction of the court (W12).
- An aggregate report indicates the total counts of all students transferring into the district with the average number of days to request records and counts of students withdrawing from the district with the average number of days for releasing records. Separate counts and averages are provided for foster care students.

Aggregate Report Overview

- By School (All Students category)–
 - Transfer In Count
 - Transfer In Average Days to Request
 - Transfer Out Count
 - Transfer Out Average Days to Request
- By School (Foster Students category) –
 - Transfer In Count
 - Transfer In Average Days to Request
 - Transfer Out Count
 - Transfer Out Average Days to Request

Aggregate Report Screenshot

	Transfer In Average Days to Request	Transfer Out Count (All Students)	Transfer Out Average Days to Release	Transfer In Count (Foster Students)	Transfer In Average Days to Request	Transfer Out Count (Foster Student)	Transfer Out Average Days to Release
Transfer In Count (All Students) ▾	(All Students) ▾	Students) ▾	(All Students) ▾	Students) ▾	(Foster Students) ▾	(Foster Student) ▾	(Foster Students) ▾

Transfer In Count and Average

- These fields provide the count of all students and of foster care students transferring into the district and the average days for school to request records from former district upon student enrollment in the school.
- Any school with an average greater than 1.0 in the Transfer In Average Days to Request (Foster Students) column should be flagged to monitor process timelines.

Transfer Out Count and Average

- These fields provide the count of all students and of foster care students withdrawing from the district and the average days for school to release records from new district once the request has been received.
- Any school with an average greater than 1.0 in the Transfer Out Average Days to Request (Foster Students) column should be flagged to monitor process timelines.

Detail Report Overview

- Provides student-level enrollment and withdrawal detail.
- For enrollment –
 - Enrollment Type, Start Date and Status
 - Records Transfer Request Date
 - Day Count from Enrollment to Date of Records Request
- For Withdrawal –
 - Enrollment End Date and Status
 - Records Transfer Request Date
 - Date Records Released
 - Day Count from Records Transfer Request Date to Date Records Released

Detail Report Screenshot

- Transfer In Detail –

Transfer into School	Enrollment Type	Enrollment Start Date	Enrollment Start Status	Records Transfer Request Date	Day Count - Enrollment to Request
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- Transfer Out Detail –

Enrollment End Date	Enrollment End Status	Records Transfer Receipt Date	Records Release Date	Day Count - Request to Release
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Highlight in Detail Report

- Highlighted fields in the day count columns indicate –
 - Student enrollment with no records request initiated.
 - More than one day between student enrollment and records request initiated.

Enrollment Start Date	Enrollment Start Status	Records Transfer Request Date	Day Count - Enrollment to Request
09/21/2020	R21	09/22/2020	1

- Records request received for withdrawn student with no records released.
- Records released more than one day after records request received.

Enrollment End Date	Enrollment End Status	Records Transfer Receipt Date	Records Release Date	Day Count - Request to Release
08/26/2020	W22	08/24/2020	08/25/2020	1

Suggested Uses of Report

- Monitor timeliness of records transfer requests/releases to identify potential need for additional staff training or guidance.
- Utilize data to inform improvements to processes.
- Monitor compliance with HB 312 requirements for enrolling, requesting and releasing records for students in foster care.

Questions

- Regarding ESSA foster care requirements - Sharma Aitken, email: Sharma.Aitken2@education.ky.gov
- Regarding foster care data collection and reporting – Margalee Conlee, email: Margalee.Conlee@education.ky.gov
- Infinite Campus student records transfer process - KDE Data Request, email: kdedatarequest@education.ky.gov