

# Records Transfer of Students in Foster Care Under House Bill 312

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# Welcome and Agenda Items

- ▶ Introductions
- ▶ House Bill 312 requirements
- ▶ Infinite Campus (IC) records transfer process
- ▶ Data Standards
- ▶ 2019-20 and 2020-21 analysis of records transfer data
- ▶ Records Transfer report overview



# Today's Questions

- ▶ We will be using the GoSoapBox platform to collect your questions.
- ▶ <https://app.GoSoapBox.com>
- ▶ Type in the access code: KBEHB312



# Every Student Succeeds Act Foster Care Provisions Under Title I, Part A

- ▶ **School of origin/Best Interest Determination**
- ▶ **Immediate enrollment and records transfer**

**Non-Regulatory Guidance: Ensuring Educational Stability and Success for Students in Foster Care**



# House Bill 312 Kentucky Legislative Requirements

- ▶ **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

# Data Standards

- ▶ New school and former schools should reference the [Student Records Transfer Data Standard](#) and the [Enrollment Data Standard](#) for detailed instructions on the student records transfer functionality in Infinite Campus.
- ▶ These standards can be found on KDE's website by searching KSIS Data Standards.



# 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.**



# *Student Records Transfer* report

- ▶ Report available in IC to assist district personnel in monitoring records transfer requests for students enrolling from or withdrawing to another KY school district during the school year. A foster indicator assists in tracking compliance of HB312 requirements.
- ▶ Path: KY State Reporting | KDE Reports | *Student Records Transfer* report
- ▶ Access must be granted to appropriate district and school staff by the district's IC administrator.



# 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) ▾	(All Students) ▾	(All Students) ▾	(Foster 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](mailto:Sharma.Aitken2@education.ky.gov)
- ▶ Regarding foster care data collection and  
reporting – Windy Newton, email:  
[Windy.Newton@education.ky.gov](mailto:Windy.Newton@education.ky.gov)
- ▶ Infinite Campus student records transfer  
process - KDE Data Request, email:  
[kdedatarequest@education.ky.gov](mailto:kdedatarequest@education.ky.gov)



# Feedback Survey Link

▶ <https://forms.gle/SyTvxNTQeQiGwxPv8>

