



FOSTER CARE ENROLLMENT FORM
 Application for request to enroll non-resident student
CHARLES COUNTY PUBLIC SCHOOLS
STUDENT SERVICES

School Year: 20__ - 20__
 Date: _____

Check one: New enrollment ____ Renewal enrollment ____

Last Name of Child: _____ First Name of Child: _____ Middle Initial: ____ Gender: M F

Date of Birth: _____ Current Grade : _____

Last School Attended: _____ Address of Last School: _____

Name of Birth Mother: _____ Address _____

Name of Birth Father: _____ Address: _____

Status of Parental Rights : Mother: Terminated Yes No Father: Terminated: Yes No

Court Awarded Custody to: Mother Father Both Department of Social Services Other: _____

Special Education Services: Yes (Attach IEP) No Section 504 Services: Yes (**Attach Section 504 Plan**) No

Parent Surrogate/Education Guardian/Court Appointed Special Advocate: _____

Placing Agency Information: Out of County DSS/DJS Out of State DSS/DJS: **Interstate Compact Placement (ICPC)** Yes No

Agency with Order of Care: _____ Person with Signing Rights: _____

Street Address of Agency: _____ City/County _____ State ____ Zip Code _____

Social Worker/Case Manager: _____ Supervisor's Name: _____

Phone Numbers for Case Worker: _____ Email Address: _____

Supervisor's Telephone Number: _____ Email Address: _____

Contractual Service Provider (if applicable): _____

Address: _____ City/County: _____ State: ____ Phone: _____

Other Case Workers/Managers: _____ Phone Number(s): _____

Name of Treatment Foster Care Worker (if applicable) _____ Phone Number: _____

Has the student been institutionalized or hospitalized? Yes No Date(s) of hospitalization: _____

If yes, please state the name/address of institution: _____

Is the student residing in Charles County in a Foster Home Group Home Other (specify) _____

Name of Foster Parent/Group Home: _____

Address of Foster Parent/Group Home: _____

Foster Parent/Group Home: Cell Number: _____ Home: _____ Work: _____ Email: _____

Name of Charles County Public School child will attend: _____

Transportation Arrangements Walker Private Vehicle Regular School Bus Special Education Transportation

Accommodations Section 504 Transportation Accommodations

Supporting documents that must be included: Copy of Court Order Placement Letter Birth Certificate

Immunization Records Copy of IEP (if applicable) Copy of Section 504 Plan (if applicable) School Records

THIS DOCUMENT MUST BE COMPLETED ELECTRONICALLY BY AGENCY ACTING ON BEHALF OF CHILD IN STATE SUPERVISED CARE AND RECEIVED BY THE DEPARTMENT OF STUDENT SERVICES PRIOR TO APPROVAL FOR ENROLLMENT. DOCUMENTS MAY BE ELECTRONCALLY SENT OR FAXED TO THE FOSTER CARE COORDINATOR:

BETHANY GOODWIN AT: FosterCare.Enrollment@ccboe.com or bgoodwin@ccboe.com or fax to 301-392-7511.

To contact by phone, call 301-934-7326 OR 301-934-7210.

FOR OFFICE USE ONLY:

Signature: _____ YIT/Foster Care Coordinator Director of Student Services

Date of Approval: _____ Assigned School: _____ CCPS Student ID# _____

Date Sent to School: _____ IEP Reviewed By: _____ Nutrition Services Notified: _____

Overview

Effective July 1, 2005, the Maryland law, *Children in State-Supervised Care — Transfer of Education Records*, required prompt enrollment, placement, provision of appropriate services, and transfer of educational records from the previous school to the new school for children in state-supervised care.

Definitions

• *Child in State-supervised Care*

A child in state care is any child or youth who is in the custody of, committed to, or otherwise placed by a placement agency. This includes foster care, group homes, or other agency placement.

• *Receiving or sending school*

Public school or a non-collegiate educational institution affiliated with a residential child care program or treatment facility that has a Maryland State Department of Education approved educational program.

• *Notice*

Written, verbal, or other communication that has been effectuated regarding the identification of a child in State-supervised care.

Rights

- Education — All Maryland children have a right to an education
- Prompt enrollment in school — Children and youth in state-supervised care have the right to promptly enroll in school.
- Prompt transfer of student's school records — When children and youth in state-supervised care enroll in a new public school, they have the right to have their school records promptly transferred from the old school to the new school.

Notice and Enrollment Requirements

- Prior to or at the time of placement or **during changes in placement**, the placement agency (DSS, DJS, DHMH, etc.) or other permitted parties (parent, education guardian, parent surrogate, foster parent, court-appointed attorney, or court appointed special advocate) must provide notice to the receiving Youth in Transition/Foster Care Coordinator regarding the enrollment or imminent enrollment of a child in state-supervised care. Upon approval, The permitted party must present the following documents to enroll the child:
 - Documentation that the person is authorized to enroll the child
 - Photo Identification of person authorized to enroll the child
 - Proof that the child is in state supervised care (recent court order)
 - Two proofs of residency which must include a letter from the placement agency on agency letterhead verifying the address and contact information of the child's foster placement and a second proof of residency which may be one of the following: deed, lease or rental agreement, mortgage statement or settlement papers, property tax bill, current utility bill, current pay check, current government issued document, or signed verification by the school's Pupil Personnel Worker.
- Within 2 school days the receiving school must:
 - inform the sending school of the enrollment or imminent enrollment
 - request, in writing, the educational records
 - provide a copy of the request to the child and/or responsible adult acting on behalf of the child;and
 - inform the child and/or adult acting on behalf of the child responsible of their rights under this law

- Sending school after notice from receiving school must:
 - immediately inform the receiving school orally of the grade level (last enrolled) and whether the student has a Section 504 plan or Individual Education Plan (IEP)
 - within 3 school days send by mail, electronically, or hand carry
 - withdrawal or transfer record
 - academic records
 - discipline records
 - immunization records
 - most recent Section 504 plan or IEP and the most recent assessment (if applicable)
 - Health records that are educationally relevant
 - Birth certificate or other proof of age
 - Blood lead testing cert., if applicable.
- If sending school does not have or provide the records listed above, the placement agency may provide them to the receiving school.

Dispute Resolution Process

In the event of a dispute, the responsible adult acting on behalf of the child or youth must notify the Youth in Transition/Foster Care Coordinator in writing of their complaint. During the dispute the child or youth is:

- enrolled in receiving school
- provided with appropriate educational services including implementation of an existing IEP

Rights of a birth parent of a child in State-supervised care to participate in the educational decision-making for the child are not diminished under this law.

Changes in Foster Care Placement or Status

The placement agency (DSS, DJS, DHMH, etc.) or other parties (parent, foster parent, legal guardian, adoptive parent, court appointed attorney, education guardian, parent surrogate, or court appointed special advocate) must notify the school and the Foster Care Coordinator of any changes in foster care placement or status such as the child/youth exiting from foster care due to reunification with parent(s), legal guardianship, or adoption. Documentation, such as change in placement letters or court orders, must be immediately provided to the Foster Care Coordinator and the school upon change. The school will verify receipt of documents with the Foster Care Coordinator.