



Meeting to Determine School Placement of a Student in Foster Care: Invitation to Participate

Date: _____
(mm/dd/yyyy)

Dear Guardian or Education Decision Maker:

You are invited to a meeting about your foster child's placement in school. Students in foster care have the right to stay in their school of origin if it is determined that this is best for the student. Students in foster care must be immediately enrolled in a new school if placement in the school of origin is not what is best for the student. Please join us at a meeting to discuss the school placement of your student in foster care.

Meeting Date: _____ (mm/dd/yyyy)

Time: _____

Meeting Location: _____

Please check one item below to tell us if you are able to attend this meeting:

- Yes, I will be able to attend this meeting
- No, I am unable to attend this meeting. Please reschedule a meeting on another date.

I am available on: _____ (date and time)

We look forward to working with you to provide a successful education for your foster child.

Sincerely,

Name

Title

Phone

Email Address

Thank you for making sure your child succeeds in school.

Please indicate if you need the following assistance while attending the meeting:

- Oral Interpretation: Language: _____
- Interpreter: Sign language
- Other: _____

Please return this form to: _____

Phone: _____ Email: _____



Educational Services for Students in Foster Care

Date: _____
(mm/dd/yyyy)

Dear Guardian or Education Decision Maker,

Welcome to our school and school district. Students in foster care are provided the same educational services as all students. Additionally, students in foster care have certain educational rights. The district staff member and child welfare agency staff member listed here will help introduce you to the educational programs for students in foster care and make sure services are provided. They will also help you to complete forms or request records we may need, such as previous school and immunization records.

District Contact: _____

Phone: _____ Email: _____

Child Welfare Agency contact: _____

Phone: _____ Email: _____

Our school and school district provide the same educational services to all students without regard to their home living situation. Students in foster care do not have to attend a separate school. They have the right to be in all programs that they qualify for. Students in foster care also have rights that include:

- Based on what is best for the child or youth, the child or youth can continue to attend the “school of origin” or be immediately enrolled in any public school where the student now lives. This includes any school that students who are not in foster care attend that is in the area where the child or youth now lives.
- Being given services without delay, such as transportation and meal programs.
- Other appropriate services and programs, such as programs for:
 - gifted children;
 - children with disabilities;
 - English learners;
 - career and technical education;
 - and preschool.
- Help in school through the district’s federally funded Title I program.
- School activities for parents or guardians and family engagement.
- Participation in athletics, fine arts, or other extra-curricular activities.
- Being treated the same as students who are not in foster care by school personnel;

Your student can immediately enroll in school while education records and information are being obtained. The student may attend the school of origin, the last school attended, or the school in the attendance zone where the student is currently living. A list of schools the student may attend is included at the end of this letter.

‘School of origin’ means the school the student attended before entering foster care or the school the student last attended, including a preschool. When the student completes the final grade level of a school of origin, then ‘school of origin’ means the school the student would attend at the next grade level. The district must consider what is best for the child or youth when making a decision about which school the student will attend. Placement at the school of origin must be a choice unless doing so is not what is best for the student or is against the wishes of the student, guardian, or education decision maker.



Placement Request and Recommendation

Student Name: _____ Date of Birth: _____
(mm/dd/yyyy)

Guardian or Education Decision Maker: _____

Address or Location: _____

Phone: _____ Email: _____

The district will keep a student at the school of origin whenever possible unless it is against the wishes of the student, guardian, or education decision maker. Also, a student might not be placed in the school of origin if the school district and child welfare agency determine that it is not what is best for the student. The student may attend any of the schools listed below.

1. School of origin: _____
2. Last school attended: _____
3. School zone where child lives: _____
4. Other school child may attend: _____

To be completed by school or district staff:

The school district and child welfare agency recommends that the student be placed in : _____ school.

If you do not agree with the recommended placement, you have the right to appeal (ask to change) this decision. Appeals are made to the district contact or child welfare agency contact named on the first page. You will be given more information and help to appeal. The student will be immediately enrolled in the school requested by the student, guardian, or education decision maker while the appeal is being considered.

We look forward to having you attend our schools. We want guardians of students in foster care to become actively involved in their foster child's education and in our schools.

Welcome!



School District Placement Decision

Student Name: _____ Date of Birth: _____
(mm/dd/yyyy)

Guardian or Education Decision Maker: _____

Address or Location: _____

Phone: _____ Email: _____

Placement Requested: _____

District and child welfare agency recommended placement: _____

The school district and child welfare agency feel that it is in the student's best interests to attend the school listed above. This decision was made because we believe it is what is best for the child. Here are the reasons for that decision:

You have the right to appeal (ask to change) the placement decision. During an appeal, a student must be immediately enrolled in the school chosen by the student, guardian, or education decision maker while the appeal is being considered.

- I want to appeal the school district's placement decision
- I do not want to appeal the school district's placement decision

Guardian or Education Decision Maker Signature: _____ Date: _____
(mm/dd/yyyy)

Please contact one or both of the following people to begin the appeal process:

District Contact: _____

Phone: _____ Email: _____

Child Welfare Agency contact: _____

Phone: _____ Email: _____



Schools Available for Placement

School: _____

Address or Location: _____

School: _____

Address or Location: _____

School: _____

Address or Location: _____

School: _____

Address or Location: _____

School: _____

Address or Location: _____

School: _____

Address or Location: _____



MT Office of Public Instruction
Determination of School Placement for a Student in Foster Care
Placement Request and Recommendation

Student Name: _____ Date of Birth: _____
(mm/dd/yyyy)

Guardian or Education Decision Maker: _____

Address or Location: _____

Phone: _____ Email: _____

The district will keep a student at the school of origin whenever possible unless it is against the wishes of the student, guardian, or education decision maker. Also, a student might not be placed in the school of origin if the school district and child welfare agency determine that it is not what is best for the student. The student may attend any of the schools listed below.

1. School of origin: _____
2. Last school attended: _____
3. School zone where child lives: _____
4. Other school child may attend: _____

To be completed by school or district staff:

The school district and child welfare agency recommends that the student be placed in:
_____ school.

If you do not agree with this placement, you have the right to appeal (ask to change) this decision. Appeals are made to the district contact or child welfare agency contact named on the first page. You will be given more information and help to appeal. The student will be immediately enrolled in the school requested by the student, guardian, or education decision maker while the appeal is being considered.

We look forward to having you attend our schools. We want guardians of students in foster care to become actively involved in their foster child's education and in our schools.

Welcome!



MT Office of Public Instruction School District Placement Decision

Student Name: _____ Date of Birth: _____
(mm/dd/yyyy)

Guardian or Education Decision Maker: _____

Address or Location: _____

Phone: _____ Email: _____

Placement Requested: _____

District and child welfare agency recommended placement: _____

The school district and child welfare agency feel that it is in the student's best interests to attend the school listed above. This decision was made because we believe it is what is best for the child. Here are the reasons for that decision:

You have the right to appeal (ask to change) the placement decision. During an appeal, a student must be immediately enrolled in the school chosen by the student, guardian, or education decision maker while the appeal is being considered.

- I want to appeal the school district's placement decision
- I do not want to appeal the school district's placement decision

Guardian or Education Decision Maker Signature: _____ Date: _____
(mm/dd/yyyy)

Please contact one or both of the following people to begin the appeal process:

District Contact: _____

Phone: _____ Email: _____

Child Welfare Agency contact: _____

Phone: _____ Email: _____



**MT Office of Public Instruction
Determination of School Transportation
for a Student in Foster Care**

Date: _____
(mm/dd/yyyy)

Dear Guardian or Education Decision Maker,

Students in foster care have the right to stay in their school of origin if it is determined to be in the child's best interest. This means that transportation to the school of origin must be provided.

Our school district met with the local child welfare agency and decided how transportation will be provided.

- The district will be providing transportation, please contact:
District Transportation Coordinator: _____
Phone: _____ Email: _____

- Transportation is not available because:

The child welfare agency will provide transportation, please contact:

Child Welfare Agency contact: _____

Phone: _____ Email: _____

If you have any questions, please call or email the child welfare agency contact listed above or the district contact listed below.

District Contact: _____

Phone: _____ Email: _____

We look forward to working with you to provide a successful education for your foster child.

Sincerely,

Name: _____ Title: _____

Phone: _____ Email: _____



Students in Foster Care – Point of Contact Letter

Date: _____
(mm/dd/yyyy)

Dear Colleagues,

The Elementary and Secondary Education Act as amended (2015) has certain requirements related to cooperation with child welfare agencies regarding the educational stability of children in foster care. If a corresponding child welfare agency notifies the school district in writing that it has designated a point of contact with the school district, then the school district must designate a point of contact with the corresponding child welfare agency.

This letter is an acknowledgement of the receipt of the written notice that your child welfare agency has designated a point of contact for our school district.

The school district has designated a point of contact for your child welfare agency. Here is the contact information for the school district's point of contact.

Name: _____ Title: _____

Phone: _____ Email: _____

We look forward to working together to ensure the educational stability of children in foster care.

Sincerely,

Name: _____ Title: _____

Phone: _____ Email: _____