

# Kirtland Local School District

## Foster Care Checklist

To ensure compliance with the federal Every Student Succeeds Act, districts and custodial agencies must complete these steps each time a child is placed into foster care or changes foster care placement.

- The custodial agency will notify the child's school and district within **one school day** when a student has been placed into foster care or has a change in his or her living arrangements. The custodial agency also will inform the school and district if placement could result in a change to the student's school.
- The school will immediately update the student's foster care status in the student database.

**If the location of the foster care placement could result in a change to the student's school:**

- The student will remain in his or her school of origin until the district and custodial agency make a best interest determination.
- The custodial agency and school will make a best interest determination within **five school days** of the student's foster care placement, except in emergency removal situations.
- The district and custodial agency will complete a Best Interest Determination Form to document the decision and next steps.

**If the district and custodial agency determine the child should stay in his or her school or origin:**

- The district and custodial agency will develop and implement a plan to provide, arrange and fund transportation within **five school days** of the best interest determination.
- The district and custodial agency will arrange interim transportation until permanent transportation plans are in place.

**If the district and custodial agency determine the child should change schools:**

- The student will be immediately enrolled in the new school. The new school will request the student's records the same day from the school of origin.
- The school of origin will send the student's records within **one school day**.
- The custodial agency will provide the new school with as much information as possible about the student (such as age, grade and academic history) to ensure appropriate support and placement until the school receives relevant records from the school of origin.
- If the enrolling school does not know the student's grade, it can give grade-level assessments to determine a student's placement until the school receives relevant records.
- The new school will provide the student appropriate credit for full or partial coursework satisfactorily completed while attending prior school(s).