

The background is a composite image. The top left shows a line of yellow school buses with "SCHOOL BUS" written on the front. The bottom left shows a classroom with blue walls, desks, chairs, and various educational materials. A large white diagonal shape cuts across the image from the top left to the bottom right, serving as a background for the title text.

# Best Practices for Expeditions Enrollment and Placement of Students in Foster Care

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

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
- Foster Care Data Process
- Protocols for students records within Infinite Campus (IC)

# Federal Policy Initiatives

Federal Legislation	Significance
<b>2008 Fostering Connections to Success and Increasing Adoptions Act</b>	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.
<b>2013 Uninterrupted Scholars Act</b>	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.
<b>2015 The Every Student Succeeds Act (ESSA)</b>	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.
<b>KY 2020 House Bill 312</b>	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 Apply to...

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

Reference: [Non-Regulatory Guidance: Ensuring Educational Stability for Children 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 the child's 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 CFR 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 student records for students in foster care.



# 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.
- ❑ 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.

# Record Processing Priorities

## 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

# Process for Foster Care Data Import

- KDE creates and publishes foster care records based on data received from the Cabinet for Health and Family Services (CHFS) on a weekly basis.
- Any district with an enrollment for a foster care student in the scope year will receive the foster care record regardless of start date or end date.
- The state created records will be *read only* in the district.
- Only state created records will be used for state or federal reporting purposes.

# QA Foster Care

- Districts should generate the QA Foster Care report on a regular basis to obtain a list of students designated as receiving foster services.
- Report location: KY State Reporting | KDE Reports
- District administrators must grant appropriate staff access.
- Provides data on students enrolled and identified as foster during the reporting year.
- An indicator is included to show if student is in foster care at the time the report is ran.

# 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.

# Student Records Transfer Data Analysis

Current year data as of April 10, 2023

- There have been 4,361 records requested for Foster Care students. The state average to request records upon enrollment is 5.1 days.
- There have been 4,031 records released for Foster Care students. The state average to release records upon request is 1.4 days.



# Student Records Transfer Report

Path: KY State Reporting | KDE Reports

- **Aggregate Report** - returns an Excel report with 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 days for releasing records once a records request has been received. Separate counts and averages are provided for foster students to monitor timeliness per HB312 (2020).
- **Detail Report** - returns detailed information for students enrolling from another KY school (R21), withdrawing to another public school (W22), or withdrawing under jurisdiction of court (W12) outside the district with corresponding records transfer information.

# 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	Transfer Status	Day Count - Enrollment to Request
11/08/2021	R21			226
10/18/2021	R21	10/27/2021	released	9

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

Enrollment End Status	Records Transfer Receipt Date	Transfer Status	Records Release Date	Day Count - Request to Release
W22	11/01/2021	released	11/02/20	1
W22				310



# 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.

# Additional Reports

- Transient Population Report

This report can be used to identify transient students currently enrolled in a district and/or school.

Report can be filtered to identify Foster Care students.

- Student Performance Monitoring Report

- a list of students enrolled along with demographics, behavior, attendance, grades, response to intervention, on track to graduate indicators and early warning scores.

- Report can be filtered to identify Foster Care students.

# Resources

- [Foster Care Data Standard](#)
- [Student Records Transfer Data Standard](#)
- QA Foster Care report [Quick Reference Card](#)
- Student Records Transfer report [Quick Reference Card](#)
- Transient Population report [Quick Reference Card](#)
- Student Performance Monitoring report [Quick Reference Card](#)

# 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 – Margalee Conlee, email: [Margalee.Conlee@education.ky.gov](mailto:Margalee.Conlee@education.ky.gov)
- Infinite Campus student records transfer process - KDE Data Request, email: [kdedatarequest@education.ky.gov](mailto:kdedatarequest@education.ky.gov)