

From: Conner, Dede - KDE Division Director
Sent: Thursday, November 21, 2024 9:34 AM
To: All State KSIS Contacts
Subject: KSIS Notification: Updated Foster Care Non-Regulatory Guidance/ Student Record Transfer Report Reminder
Importance: High

KSIS Points of Contact:

FYI – the information below was shared with Foster Care Points of Contact today.

From: Aitken, Sharma - Division of School and Program Improvement
Sent: Thursday, November 21, 2024 8:59 AM
Subject: Updated Foster Care Non-Regulatory Guidance/ Student Record Transfer Report Reminder
Importance: High

Greetings Foster Care Points of Contacts,

I hope this email finds you well. Good news- as you may have seen (Commissioner's Message) the joint guidance from the U.S. Department of Education and U.S. Department of Human and Health Services: [Non-Regulatory Guidance: Ensuring Educational Stability and Success for Students in Foster Care](#) has been updated to reflect the latest changes and updates. The document provides updated frequently asked questions, expands upon the intersection with other programs, provides examples of evidenced-based practices, and contains links to additional guidance documents. Please refer to the updated version for the latest insights and recommendations. If you have any questions, please don't hesitate to reach out.

I am also writing to encourage you to generate the *Student Record Transfer* report available in Infinite Campus periodically to monitor compliance with the [KRS 199.802](#) legislative expectations – as amended by [House Bill 312](#) (2020) – which created specific time requirements for requesting and releasing records for students in foster care. Records must immediately be requested by the new school and released by the prior school on the working day the request is received.

The purpose of this report is to assist district personnel in monitoring records transfer requests for students enrolling in or withdrawing from other Kentucky school districts during the school year. Districts are encouraged to generate and monitor the report locally for the current school year. It is important to review the timeframes to request records transfers, as well as the time it takes to release records. The report can be generated for all schools or a single school within the district. A foster indicator is included in the report output to assist in monitoring compliance.

Suggested uses for this report include generating the detail and/or aggregate report to identify enrollments with no records requests initiated, identify withdrawals with records requested that have not been released, identify withdrawals for which a records request has not been made and follow-up is needed, and monitoring timeliness of records transfer requests/releases to identify potential need for additional training or guidance.

Making sure students are enrolled and records are requested and transferred in a timely manner helps ensure students in foster care are on the path to success and receive all appropriate services in their new school as quickly as possible. The *Student Records Transfer* report is available and located under

Kentucky State Reporting/KDE Reports in Infinite Campus. For more information, see this [Quick Reference Card](#).

Please note, this is not an error report for data cleanup. Records transfer data cannot be changed, but the information provided can promote improved processes.

If student records have not been requested from the student's new school, appropriate district staff are strongly encouraged to use the student locator to identify where the student is enrolled and contact the school to determine why records have not yet been requested. System administrators should assign tool rights to the appropriate school district staff responsible for records transfer or management of that work.

Thank you for your continued commitment to serving our students. If you have questions about the document or foster care requirements, please contact me.

Sharma Aitken, M.A. Ed.

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