

Foster Child Immediate Enrollment Form

For children in the custody of a NC County Child Welfare Agency

Confidential

Student Information

Date Student Presented for Enrollment:			
Receiving School:			
Student Name:			
Age:	DOB:	Sex:	
County Child Welfare Agency:			
County Child Welfare Agency Contact: Email:		Phone:	Fax:
Foster Care Provider Name:		Phone:	
Foster Care Provider Address:			
Date of Nonsecure Custody:		Date of Placement Change (if different):	
School Enrollment Needed Due to:	<input type="checkbox"/> Best Interest Determination Meeting Date of Meeting:	<input type="checkbox"/> Emergency Foster Care Placement (or Placement Change)	<input type="checkbox"/> New Enrollment
Last School Attended:		Current Grade:	
Does student have IEP?	Yes No Unknown	504 Plan?	Yes No Unknown
Any special safety concerns or special conditions?			

The county child welfare agency shall coordinate with the local educational agency to ensure that the child in foster care is immediately and appropriately enrolled with all educational records provided to the new school ([Fostering Connections to Success and Increasing Adoptions Act of 2008 \(P.L. 110-351\)](#); [Social Security Act, Title IV, § 475 \(1\) \(G\) \[42 USC 675\]](#)). The sending and receiving schools shall expedite the transfer of the student's record.

This document provides information for the county child welfare agency to notify the school principal and/or school superintendent and for the school to immediately enroll the child. ESSA requires enrollment to occur even if not all information is available. Any available information helps ensure a smooth transition for the child.

"Immediate" means as soon as possible, in most cases, this should be no later than the beginning of the next school day after the presentment for enrollment. "Presentment" means the person enrolling the child has appeared at the school and presented all required information and certifications. "Enrollment" means the child is attending classes and participating fully in school activities. If, despite all reasonable efforts, school officials are unable to enroll the child by the beginning of the next school day following presentment for enrollment, the student shall be enrolled no later than the second school day following presentment. If enrollment is delayed until the second school day after presentment, school officials shall document reasons for the delay and attach these reasons to this form.

This form shall be applicable for all foster children in the custody of a NC county child welfare agency and will ensure immediate enrollment for such child at time of initial custody or at the time of a child's placement change or disruption.

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Enrollment Certifications

I am a representative of county child welfare agency with custody of above-named child. This child meets the definition of a child placed in foster care; therefore, I am certifying the child is eligible for *immediate* enrollment. Under ESSA a child cannot be denied enrollment, even if information is unavailable.

To the best of my knowledge, _____ has/has/unknown not (circle one) been expelled from school attendance at a private school or public school division of the State of North Carolina, or in another state, for an offense in violation of school board policies relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person.

To the best of my knowledge, _____ has/has/unknown not (circle one) been found guilty of or adjudicated delinquent for any offense in North Carolina or any substantially similar offense under the laws of any other state, the District of Columbia, or the United States or its territories.

To the best of my knowledge, _____ is in good health and is free from communicable or contagious disease. If documentation of a physical exam, birth certificate, social security number, and/or immunization record is unavailable at time of enrollment, they must be provided to the school within 30 days of enrollment.

County Child Welfare Social Worker Signature

Date

Release of Information

Schools, their agents and employees from the previous school, _____, in possession of this student's educational records are required by ESSA to release such information as necessary for the purposes of immediate, educational enrollment at _____ (school of enrollment).

A copy of the court order was provided with this form.

Educational Services Meeting

When a foster child/student is enrolled in a new school an Educational Services (ES) Meeting should be held within 30 days of the child's enrollment in the new school. The purpose of the meeting is to ensure each child has the appropriate services to meet his or her educational, social, transportation, and other needs. The county child welfare agency social worker must invite, prepare as needed, and/or represent the child, parents, and court partners (GAL, etc.) for the meeting. The local educational agency point of contact is responsible to invite and/or represent the teachers, coaches, IEP services, transportation services, or any other educational service for the meeting.

The Educational Services Meeting has been scheduled:

Date: _____ Time: _____ Location: _____

Contact Information for Questions

Local Educational Agency Contact: _____

County Child Welfare Agency Contact: _____