



Administrative Policies and Procedures: 21.19

Subject:	Education Passport
Authority:	TCA 37-1-130, 37-1-140, 37-5-105, 37-5-106; Healthy, Hunger-Free Kids Act of 2010, (P.L. 111-296).
Standards:	DCS Practice Model Standards: 6-409.
Application:	All Department of Children's Services Employees, Foster Parents, Contract Agencies
Policy Statement:	
All children in DCS custody shall have an education passport.	
Purpose:	
To establish child/youth's education status and to ensure a quick transfer of records, information and individual support when children change schools or educational services.	
Procedures:	
A. Compiling and maintaining the education passport	<ol style="list-style-type: none"> 1. The Education Passport, form CS-0657, is defined as a compilation of documents that constitutes the educational history for a student. It includes the completion of items on the Education Passport Face Sheet including demographic information, additional school enrollment information, a listing of recent schools attended, and the Child/Youth's Status. It also includes the following documents: <ul style="list-style-type: none"> ◆ Immunization records ◆ The most recent grade card with attendance data ◆ A current transcript for high school students ◆ As applicable, special education, Section 504, or TEIS records. 2. The Family Service Worker (FSW)/Juvenile Service Worker (JSW) immediately begins to compile the Education Passport when the child/youth enters DCS custody. 3. The FSW/JSW places the completed Education Passport Face Sheet along with supporting school records in the child/youth's case file as outlined in DCS Policy <u>31.5, Organization of Family Case Files.</u> 4. The FSW/JSW maintains the Education Passport information by routinely updating it with copies of each grade report (including attendance data), school disciplinary records, state mandated achievement test scores and special education information. This information is shared with the Child and Family Team for use in educational planning and tracking.

	<ol style="list-style-type: none"> 5. A new Education Passport Face Sheet is completed each time a child/youth changes schools. 6. When there is a problem requesting school records, the regional education specialist must be contacted. 7. Pursuant to DCS Policy 21.18, Notification to School Principals of Certain Delinquent Adjudications, form CS-0703, Adjudication Notification to Schools- Principals <u>must not</u> be included in the Education Passport.
<p>B. Providing the Education Passport to schools, foster parents, and students</p>	<ol style="list-style-type: none"> 1. Upon enrollment (or soon as feasibly possible), the FSW/JSW provides the Education Passport to the new school, public or private, including contract agency in-house schools, and Youth Development Center schools. 2. The FSW/JSW provides a School Enrollment Letter to the new school along with the Education Passport. 3. The Education Passport and School Enrollment Letter serve as documentation to public schools that certain students are in foster care and eligible to receive free meals at school. Please note that the non-foster children in the foster home may also become eligible to receive free or reduced meals because of an increased household size. Foster parents may contact the school Nutrition Director in their public schools for more information. 4. Upon placement of a child, the FSW/JSW provides a copy of the Education Passport to DCS foster parents or to provider foster parents. 5. The FSW/JSW provides a copy of the Education Passport to students/families when students exit custody. For youth ages 18 or older, the Education Passport is provided to the student.
<p>C. Withdrawing a child/youth from a school</p>	<ol style="list-style-type: none"> 1. Students must always be officially withdrawn from any school when they will no longer be attending there. Follow individual school procedures for withdrawing students. (Note: DOE has indicated that public schools may accept a memorandum on DCS letterhead indicating that the student is being withdrawn by DCS to another school.) To enroll a student in a new public school, the new school requires that the child/youth has been officially withdrawn from the previous school. Contact your Regional Education Specialist if you need assistance. 2. Add school records from the school of withdrawal to the Education Passport. This updates the Education Passport with information needed at the child/youth's next education placement.
<p>Forms:</p>	<p>CS-0657, Education Passport- School Enrollment Letter CS-0703, Adjudication Notification to Schools- Principal</p>
<p>Collateral documents:</p>	<p><i>DCS Education Work Plan</i> 21.18, Notification to School Principals of Certain Delinquent Adjudications 31.5, Organization of Family Case Files</p>