



## Administrative Policies and Procedures: 21.19

<b>Subject:</b>	<b>Education Passport</b>
<b>Authority:</b>	TCA 37-1-130, 37-1-140, 37-5-105, 37-5-106; Healthy, Hunger-Free Kids Act of 2010, (P.L. 111-296).
<b>Standards:</b>	None
<b>Application:</b>	All Department of Children's Services Employees, Foster Parents, Contract Agencies
<b>Policy Statement:</b>	
All children in DCS custody shall have an education passport.	
<b>Purpose:</b>	
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.	
<b>Procedures:</b>	
<b>A. Compiling and Maintaining the Education Passport</b>	<ol style="list-style-type: none"><li>1. The <b>Education Passport</b>, form <b>CS-0657</b>, is defined as a compilation of documents that constitutes the educational history for a student. It is composed of the completed Education Passport Face Sheet with demographic information, additional school enrollment information, a listing of recent schools attended, the child/youth's status, and the following documents:<ul style="list-style-type: none"><li>◆ Immunization records</li><li>◆ The most recent grade card with attendance data</li><li>◆ A current transcript for high school students</li><li>◆ As applicable, special education, student plans under Section 504 of the Rehabilitation Act, or TEIS records.</li></ul></li><li>2. The Family Service Worker (FSW)/Juvenile Service Worker (JSW) immediately begins to compile/update the Education Passport when the child/youth enters DCS custody or changes placement.</li><li>3. The FSW/JSW files the completed Education Passport Face Sheet along with supporting school records in the child/youth's case file as outlined in DCS Policy <a href="#"><u>31.5, Organization of Family Case Files.</u></a></li><li>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 (CFT) for use in educational planning and tracking.</li></ol>

	<ol style="list-style-type: none"> <li>5. A new Education Passport Face Sheet is completed each time a child/youth changes schools.</li> <li>6. When there is a problem requesting school records, the regional education specialist must be contacted.</li> <li>7. Pursuant to DCS Policy <a href="#">21.18, Notification to School Principals of Certain Delinquent Adjudications</a>, form <b>CS-0703, Adjudication Notification to Schools- Principals</b> <u>must not</u> be included in the Education Passport.</li> </ol>
<b>B. Providing the Education Passport to Schools, Foster Parents, and Students</b>	<ol style="list-style-type: none"> <li>1. Upon enrollment or change of placement, the FSW/JSW provides the form <b>CS-0657, Education Passport</b> to the public school along with the <b>School Notification Letter</b> to the school of origin.</li> <li>2. When a change of placement occurs (either into custody or new custodial address), a Best Interest Determination (BID) Meeting must be held prior to a student being withdrawn from the current school. The <b>School Notification Letter</b> alerts the public school that a BID Meeting is requested.</li> <li>3. If foster parents move within the same school zone, the Education Passport Face sheet (without School Notification Letter) will notify the school to update records with current address.</li> <li>4. If student comes in custody and/or is placed in the same school zone, a new Education Passport Face sheet must be sent to the current school to update contact and address information.</li> <li>5. The form <b>CS-0657, Education Passport</b> and <b>School Notification Letter</b> 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.</li> <li>6. A copy of the Education Passport Face Sheet and supporting education records is provided to DCS affiliated schools and DCS Youth Development schools when students are placed residentially.</li> <li>7. The FSW/JSW provides a copy of the form <b>CS-0657, Education Passport</b> to the student or custodian when students exit custody. For youth ages eighteen (18) or older, the Education Passport is provided to the student.</li> </ol>
<b>C. Withdrawing a Child/Youth from a School</b>	<ol style="list-style-type: none"> <li>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: Department of Education (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.</li> <li>2. Add school records from the school of withdrawal to the <b>Education Passport, (CS-0657)</b>. This updates the Education Passport with information needed at the child/youth's next education placement.</li> </ol>

<b>Forms:</b>	<a href="#"><u><i>CS-0657, Education Passport and School Notification Letter</i></u></a> <a href="#"><u><i>CS-0703, Adjudication Notification to Schools- Principal</i></u></a>
<b>Collateral documents:</b>	<a href="#"><u><i>21.18, Notification to School Principals of Certain Delinquent Adjudications</i></u></a> <a href="#"><u><i>31.5, Organization of Family Case Files</i></u></a>