Transferring to a New School Continued

Best Practices for Disenrolling Foster/Probation Youth

STEP 1[17]

CSW/PO Notifies the School District of Disenrollment and Requests Transfer of Records: As soon as the CSW/PO learns that a youth's ERH has chosen not to have them remain in their school of origin and that the youth must transfer out of their current school, the CSW/PO contacts the youth's prior school to inform them of the date of the youth's transfer, and requests that the youth's transcript (including partial credits) be completed and sent to the CSW/PO and all records be gathered and forwarded to the youth's new school. **See CSW/PO Notice of School Change and Request For Records, CSW/PO Checklist.**

STEP 2

Review of Records: CSW/PO collects and reviews records to ensure the youth's Education Summary is complete (e.g., immunization records, IEPs). CSW/PO ensures the youth has an up-to-date transcript including a determination of seat time, check out grades, full or partial credits earned, and current class schedule.[18] If there is a problem with the transcripts, the CSW/PO or ERH works with the district's AB 490 Foster Youth Liaison to correct the transcript. If the district is unwilling to resolve the issue, consider filing a **Uniform Complaint Procedures Act Complaint Form.**



Best Practices for Enrolling Foster/Probation Youth

STEP 1

Provide Caregiver with Health and Education Summary: As soon as a new placement is determined, CSW/PO provides the new caregiver with the Health and Education Summary, including any education records and contact information for the ERH, CSW/PO, and attorney for the youth.

STEP 2

Immediate Registration at Local District/School: The caregiver takes the youth to the new local school for registration on the day that they enter their placement. The caregiver initiates all paperwork required, and shares the ERH, CSW/PO, and attorney for the youth contact information with the school. As the school begins to explore placement options, the ERH should be contacted and the next step should occur.

STEP 3

Enrollment in the Least Restrictive Environment: In most cases this will be the local, comprehensive school. The ERH has the ultimate decision-making authority over where a youth is enrolled in school. Once the ERH decides about school placement, after exploring options with the school/district, the caregiver ensures the student is immediately enrolled and is attending daily. If there is any disagreement about the appropriate least restrictive environment for a youth, a CFT meeting must be held with the caregiver, ERH, CSW/PO and school district to discuss school placement options. The ERH remains the ultimate decision maker and a youth cannot be placed in a continuation school unless the ERH determines it is in their best interest. **See ERH Checklist, Voluntary Transfer of Students Out of Comprehensive Schools, Making Education Decisions for Children Involved with the Dependency Court, Enrollment and High School Rights of Foster and Probation Youth.**

STEP 4

Monitoring Enrollment: Two days after a youth has been placed in a new home, the CSW/PO contacts the ERH, caregiver, and school district to ensure that the youth: (1) has been enrolled and has begun attending their new school in an appropriate, least restrictive placement as determined by the ERH; (2) that records have been received from the prior school; (3) ensure school has received contact information for youth's ERH, CSW/PO, and attorney for youth; and (4) that their IEP is being implemented, if they have one. For high school youth, the CSW/PO requests and reviews the youth's current class schedule to ensure they are enrolled in the same/equivalent classes as at their prior school. If the youth is not enrolled in school, the CSW/PO must notify the ERH, and hold a CFT meeting to attempt to resolve any issues. If the youth is not enrolled because the school is refusing immediate enrollment, consider filing a **Uniform Complaint Procedures Act Complaint Form.**

[17]These steps only begin after notification has been provided to the ERH about the move, and the ERH has made the decision that it is in the youth's best interest to transfer out of their school of origin.

[18]For high school youth, check their transcripts carefully. If the youth was absent from school due to a change of placement or attendance at court dates, the grades and credits of the youth should be calculated as of the last date of actual attendance, and no lowering of grades should have occurred as a result of the absence of the youth under these circumstances.