**School Notification of Enrollment/Change of Placement (CD-179) – Instructions**

**PURPOSE**

This form is completed and sent to a school aged child’s current and/or new school when the child first enters care and/or changes placements. This notification serves the purpose of notifying the school of the child’s foster care status and provides the school with updated information when their address and caregiver changes. This also provides verification for the schools record that the child is eligible for free school meals.

**# OF COPIES AND DISTRIBUTION**

Upload the form to OnBase (AC-Other Documents – Description: School Notification of Enrollment/Change of Placement).

**INSTRUCTIONS FOR COMPLETION**

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| Date | Date the form is sent to the school district |
| Student Name | Name of the student |
| DOB | Student’s date of birth |
| Grade | Students current grade level |
| Date of foster care entry | Date the child entered foster care |
| County of jurisdiction | The county which holds jurisdiction of the child |
| TO | The school District name in which the notification is being sent |
| LEA POC | The Local Education Agency Point of Contact of the school receiving the notification ([School district foster care liaison](https://dese.mo.gov/media/pdf/school-district-foster-care-liaisons-0)) |
| SOO | School of Origin (the school the child is currently or most recently attended) Or if applicable, homeschool may be entered here.  Note: the To (school district) and the SOO (school district) may be the same if the child is not changing schools. |
| LEA POC | The Local Education Agency Point of Contact for the School of Origin  ([School district foster care liaison](https://dese.mo.gov/media/pdf/school-district-foster-care-liaisons-0)) |
| Notice to Current School | If the child has just entered foster care and this is the initial notice to the school, select the applicable box under ‘New Foster Care Entry’ that most closely fits the child’s circumstances.  If notice to the school was previously provided of the child’s change to foster care status and the child moves placements, select the applicable box under ‘Placement Change’ that most closely fits the child’s circumstances.  Note: each selection indicates whether the school district should or should not initiate a Best Interest Determination (BID) meeting.  Option 1: This option applies in the event the child comes into foster care or changes placements but will remain in their same school.  Option 2: This option applies in the event the child comes into foster care or changes placements and remains in the same school district but in the catchment area of a different school within that district.  Option 3: This option applies in the event the child comes into foster care or changes placements and was most recently homeschooled but will now enroll in public school (there will be no School of Origin).  Option 4: This option applies when an emergency placement has relocated the child outside the school district they currently attend. A BID meeting is initiated by that school to determine if the child may be able to continue to attend that school or if enrollment in a different school is in the child’s best interest. |
| Notice to New School | If a notice to a new school is being provided, a notice to the child’s current school should also be provided on a separate CD-179 letter.  Option 1: In the event that a planned move will cause the child to enroll in a different school, the district in which the child will be residing should be notified and a BID meeting initiated by the School of Origin to make the determination if the child will remain enrolled at the School of Origin or will enroll in the new school district the child will be residing.  Option 2: In the event that an emergency move takes place before a BID meeting can be held and it is known that the child will not be able to attend their School of Origin, the second option applies. A BID meeting should be initiated by the School of Origin to ensure this change is documented.  Option 3: In the event that a child enters foster care or changes placements and will be homeschooled, this notification serves as an Intent to Homeschool letter for the school districts record. |
| Student Information | Select all options that apply.  (Other): Add any additional education related information that the school should be aware of or further explanation of any previously selected options. |
| Children’s Division/Contracted Case Manager, Supervisor Contact Information | |
| Case Manager | Name of the Case Manager for the child |
| Supervisor | Name of the Case Manager’s Supervisor |
| Phone | Phone number for both Case Manager and Supervisor |
| Email | Email address for both Case Manager and Supervisor |
| Address | Office address for both Case Manager and Supervisor |
| Placement Provider/Student’s Educational Decision Maker | |
| The placement provider is the child’s Educational Decision Maker unless otherwise specified | Select the appropriate option.  Note: the CD or FCCM Case Manager cannot be the Educational Decision Maker unless, and only temporarily, in the event the child is in a congregate care setting. In this situation, select the ‘Other’ option and specify the Case Manager name. This must be updated immediately and new notice provided to the school district when the placement changes to a parent/guardian, foster or relative home. |
| Placement Provider | Placement provider(s) name(s) |
| Phone | Placement provider phone number |
| Email | Placement provider email address |
| Address | Placement provider address |
| Educational Surrogate (if applicable)    *(An educational surrogate is an impartial individual who fills the role of parent for a student with a disability whenever decisions are being made about the student’s educational placement and individualized education plan (IEP) when there is no natural parent or other adult authorized to make educational decisions on behalf of the student).* For more information see CWM Section 4, Chapter 4, Subsection 2: Definitions). | |
| Name | Educational surrogate name |
| Phone | Educational surrogate phone number |
| Email | Educational surrogate email address |
| Address | Educational surrogate address |
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| Potential BID Meeting Participants (If Applicable) | |
| *(Participants may include but are not limited to: Case Manager, Receiving school LEA POC, specialized services staff, other educational supports, and other service providers).* | |
| Name | Name of the individual suggested to be invited to the BID meeting |
| Role | Role of the individual suggested to be invited to the BID meeting |
| Phone | Phone number of the individual suggested to be invited to the BID meeting |
| Email | Email address of the individual suggested to be invited to the BID meeting |
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| Case Manager | Case Manager name or signature |