

**TUSCARAWAS COUNTY JOB AND FAMILY SERVICES
CHILDREN SERVICES POLICY AND PROCEDURE**

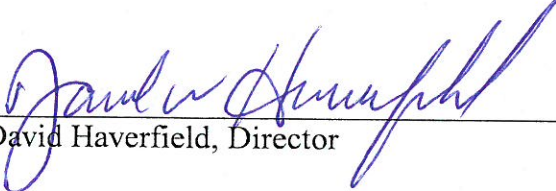
SCHOOL ENROLLMENT FOR CHILDREN IN CUSTODY

POLICY

Within one week of a child's placement, he/she will be enrolled in the school district in which he/she now resides.

PROCEDURE

1. The placing worker completes the Educational Information Section in SACWIS, and sends copies to the foster caregiver and the school district in which the child is being enrolled.
2. The placing worker or caregiver contacts the new school district to determine the district's enrollment requirements.
3. The placing worker secures the following materials for the child in anticipation of the district's expectations:
 - a. Birth certificate
 - b. Social Security number
 - c. Shot record
 - d. CM 51 and JFS 01441
 - e. Court Entry granting Custody to TCJFS
4. The placing worker may sign a Release of Information for the current district to secure the child's previous school records and completes Emergency Contact information regarding the child's caregiver, doctor, hospital, and caseworker.
5. Emergency medical authorization forms and all financial agreements are signed by the agency Director.
6. The placing worker provides information regarding the child's special educational needs, if any.
7. Records of all meetings, educational plans, etc., are filed in the child's case record.
8. When TCJFS' custody has been terminated, the child's caseworker informs the school regarding to whom custody has been given and his/her address.



David Haverfield, Director

12-11-17

Date