

<b>Division of Children and Family Services Protection and Safety Procedure Update #37-2012</b>	
<b>Regarding:</b>	School Placement and Educational Stability
<b>Rescinding:</b>	#05-2012, #7-2012 Section labeled "Educational Placement for Children in Out of Home Care"
<b>Date Effective:</b>	October 30, 2012
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**Philosophy:**

The Division of Children and Family Services believes that children should have continuity in their school placement if removal from the home must occur. A child's removal from their home causes trauma so providing continuity in their educational setting is an important step in providing some normalcy and routine for the child during this period of time.

**Procedure:**

In addition to existing regulations and policies regarding school placement and educational stability, the following actions are now required:

- When a child is placed in out-of-home care, the CFS Specialist will assure that:
  1. Any child who has attained the minimum age for required school attendance under State or Tribal law is a full-time elementary or secondary school student, or has completed secondary school.
 

"Elementary or secondary school student" means that the child is enrolled (or is in the process of enrolling) in an elementary or secondary school, or is in an independent study, elementary or secondary program, administered by the local school or school district, or is incapable of attending school on a full time basis due to the medical condition of the child which incapacity is supported by regularly updated information in the case plan/court report.
  2. The appropriateness of the child's current educational setting and the proximity to the school in which the child is enrolled at the time of the placement is considered.
  3. The child's educational needs are met, including coordination with the appropriate local education agencies to ensure that the child remains in the school in which the child is enrolled at the time of each placement, or, if remaining in that school is not in the child's best interest, provision of immediate and appropriate enrollment in a new school, with all of the educational records of the child provided to the school.
- These decisions and efforts must be documented in the narrative on N-FOCUS.

**References:**

Fostering Connections to Success and Increasing Adoptions Act of 2008 (P.L. 110-351)