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| **Part A: Education Best Interest Determination Staffing** |
| [ ]  **No BID required - student remains in school of origin's catchment area.****Comments:** |
| **Date Staffed:** | **Participants in Staffing:**

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| --- | --- | --- |
| **[ ]  Child Welfare Case Management Provider (CWCMP)**  | **[ ]  Department for Children and Families (DCF)**  | **[ ] Local Education Authority (LEA)** |

 |
| **IMPORTANT NOTE FOR Local Education Authority (LEA): If the school is participating in the Mental Health in Schools program, please ensure this document is provided to the appropriate staff at the school to coordinate any assessments or referrals needed for involvement in this program.**  |
| **Names of Attendees:** |
| **Decision Considerations:**

|  |  |
| --- | --- |
| **[ ] Length of Time Enrolled in School of Origin** | **[ ] Child Preference** |
| **[ ] Learning Behaviors/Disabilities** | **[ ] Parent Preference, if parental rights are intact** |
| **[ ] Safety Factors** | **[ ] Child’s Attachment to the School of Origin**  |
| **[ ] Participation in Extra-Curricular Activities** | **[ ] Placement of Siblings** |
| **[ ] Distance from School of Origin**  | **[ ] Influence of School Climate** |
| **[ ] IEP and 504 Plan Services** **[ ] Written Input from Case Participant** | **[ ] Availability and Quality of Services** **[ ] Caregiver Requires School Move to Maintain Placement** |

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| **Decision Summary:**  |
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| **Part B: Immediate Enrollment of a Child Placed in Foster Care** |
| **Date of Placement:** |  | **Responsible State Agency:** | **[ ]  Department for Children and Families (DCF)** | **[ ]  Kansas Department for Corrections- Juvenile Services (KDOC-JS)** |
| **As authorized by grantee of DCF: [ ]  Saint Francis Ministries [ ]  KVC [ ]  TFI [ ]  Cornerstones of Care** |
| **Special Instructions:** * **Students in foster care at any time after their 14th birthday shall be awarded a high school diploma if: Child is at least 17 years old, is enrolled or resides in the school district granting the diploma and has achieved at least the minimum high school graduation requirements adopted by state board of education. See K.S.A. 38-2285.**
* **Education related documents can be transferred electronically using the Kansas Department of Education (KSDE) Student Record Exchange (SRE) securely.**
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| **Section I: Student and Current Placement Information**  |
| Student Name: (First, Middle, Last)  |  |
| DOB: |  | SSN: (last four digits ONLY) |  | Phone:[ ]  NA |  | Email:[ ]  NA |  |
| Student currently receiving Mental Health Services: | [ ]  No | [ ]  Yes | If yes, name of provider if known:  |
| Placement Name(s): |  |
| Placement Address: (Street, City, State, Zip Code) |  |
| Placement Telephone Number(s): |  | Placement Email: |  |
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| **Section II: School in which child is being enrolled or maintained** |
| Unified School District (USD) Name: |  | USD Number: |  |
| School Name: |  |
| School Address: (Street, City, State, Zip) |  |
| School Phone Number: |  | Fax:  |  |
| School Building Contact Name: |  | School Building Contact Email: |  |
| Every Student Succeeds Act (ESSA) School District Point of Contact Name: |  |
| ESSA School District Point of Contact Phone Number: |  | ESSA School District Point of Contact Email: |  |
| Enrollment Date: |  | Grade: |  |
| Check all that apply: | [ ]  Regular Education | **[ ]** Special Education | **[ ]** Alternative School | [ ]  Online Learning |

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| **Section III: Last school attended**  |
| **Instructions:** The school of origin is the school that the child was enrolled at the time of the initial placement. If the child’s foster care placement changes, the school of origin would then be the school in which the child is enrolled at the time of the placement change. |
| 1. Unified School District (USD) Name: |  | USD Number: |  |
| School of **Origin** Name (**most recent school of attendance**):[ ]  NA |  |
| School Address: (Street, City, State, Zip) |  |
| School Phone Number: |  | Fax:  |  |
| School Building Contact Name: |  | School Building Contact Email: |  |
| Every Student Succeeds Act (ESSA) School District Point of Contact Name: |  |
| ESSA School District Point of Contact Phone Number: |  | ESSA School District Point of Contact Email: |  |
| Dates Attended: |  |
| Check all that apply: | [ ]  Regular Education | [ ]  Special Education | [ ]  Alternative School | [ ]  Online Learning |

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| **Section IV: Student Educational Information** |
| Does the student have any of the following? (Check all that apply) |
| 1. Individual Education Plan (IEP):
 | [ ]  Yes | [ ]  No | [ ]  Evaluation in Progress | [ ]  Unknown |
| **IEP provide individualized special education and related services to meet the unique needs of the child.** |
| 1. 504 Plan:
 | [ ]  Yes | [ ]  No | [ ]  Unknown |
| **504 plans provide services and changes to the learning environment to meet the needs of the child as adequately as other students.** |
| 1. School Behavior Contract / Management Plan:
 | [ ]  Yes | [ ]  No | [ ]  Unknown |
| 1. Is the student currently suspended?
 | [ ]  Yes | [ ]  No | Dates: | Length: |
|  |  |
| 1. Is the student currently expelled?
 | [ ]  Yes | [ ]  No | Dates: | Length: |
|  |  |
| 1. If yes to questions 4 and 5, please explain below (fighting, truancy, drugs / alcohol, etc.).
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| 1. Describe in detail below any special staffing needs or safety precautions.
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| 1. Brief description of reasons for out of home care as relevant to the learning process.
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| 1. List current medications below.
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| 1. Physical or mental health conditions as relevant to the learning process.
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| 1. Other information relevant to the learning process of this student.
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| **Section V: Legal Educational Decision Maker** |
| Parent/Legal Guardian Name: |  |
| Address: (Street, City, State, Zip) |  |
| Phone Number: |  | Email: |  | Alternate / Back up Contact: |  |
| Restricted Contact: | [ ]  Yes | [ ]  No | Parental Rights Terminated or Relinquished: | [ ]  Yes | [ ]  No |
| Provide additional details as relevant to the learning process: |  |
|  |
| Parent/Legal Guardian Name:  |  |
| Address: (Street, City, State, Zip) |  |
| Phone Number: |  | Email: |  | Alternate / Back up Contact: |  |
| Restricted Contact: | [ ]  Yes | [ ]  No | Parental Rights Terminated or Relinquished: | [ ]  Yes | [ ]  No |
| Provide additional details as relevant to the learning process: |  |
| Education Advocates are appointed through Families Together. |
| **EducationAdvocate** Name: |  | [ ]  NA [ ] In Process |
| Address: (Street, City, State, Zip) |  |
| Phone Number: |  | Email: |  |  |  |
| Child residing with person acting as parent (kinship relative) who meets criteria for education decision maker: [ ]  Yes [ ]  No |

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| **Section VI: Agency Chain of Communication** |
| **First Contact-** Case Manager Name:  |  |
| Address: (Street, City, State, Zip) |  |
| Cell Phone Number: |  | Office Phone Number: |  | Office Extension: |  |
| Email: |  | Fax Number: |  |
|  |
| **Second Contact-** Case Manager Partner Name: |  |
| Address: (Street, City, State, Zip) |  |
| Cell Phone Number: |  | Office Phone Number: |  | Office Extension: |  |
| Email: |  | Fax Number: |  |
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| **Third Contact-** Case Team Supervisor Name: |  |
| Address: (Street, City, State, Zip) |  |
| Cell Phone Number: |  | Office Phone Number: |  | Office Extension: |  |
| Email: |  | Fax Number: |  |
|  |
| **Fourth Contact-** Education Contact Name: |  |
| Address: (Street, City, State, Zip) |  |
| Cell Phone Number: |  | Office Phone Number: |  | Office Extension: |  |
| Email: |  | Fax Number: |  |
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| **Fifth Contact-** DCFFoster Care Liaison: |  |
| Address: (Street, City, State, Zip) |  |
| Cell Phone Number: |  | Office Phone Number: |  |
| Email: |  | Fax Number: |  |
| **Sixth Contact-** DCFFoster Care Administrator |  |
| Address: (Street, City, State, Zip) |  |
| Cell Phone Number: |  | Office Phone Number: |  |
| Email: |  | Fax Number: |  |

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