|  |  |
| --- | --- |
|  |  **School Notification**[Click here to find the Foster Care Liaison in each school district.](https://ospi.k12.wa.us/student-success/access-opportunity-education/foster-care/foster-care-liaisonsdcyf-contactsschool-contacts) |

The student’s social worker is to notify the school district foster care liaison that the below-named child:
[ ]  Entered Placement [ ]  Changed placement [ ]  Returned home

Date:

To:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From: |       |       |       |       |
|  | DCFY Worker Name | Email | Phone | Fax |
|  |       |       |       |  |
|  | DCYF Office | DCYF Supervisor | Phone |  |
|  |  |  |  |  |
| RE: |       |       |       |  |
|  | Student’s Name | Date of Birth | Grade |  |
|  |       |       |  |  |
|  | School of Origin/School District | Neighborhood School/School District |  |  |

[ ]  504 PLAN [ ]  IEP

**IF CHECKED**: IDEA Parent (SPED Decision Maker) [More info](https://dcyf.wa.gov/sites/default/files/forms/Special%20Education%20Decision%20Maker%20Flowchart.pdf)NAME:       PHONE:       EMAIL:

|  |
| --- |
| **Statement of Confidentiality**The information disclosed in this form is confidential and disclosed under the limitations of RCW 13.50.100. This disclosure does not constitute a waiver of any confidentiality or privilege attached to the information by operation of any state or federal law or regulation. The recipient of this information must comply with the laws governing confidentiality and must protect the records from unauthorized disclosure. RCW 13.50.100(5). |
| **The above-named student is in the legal custody of DCYF and:**[ ]  is temporarily placed at the following location[ ]  has moved (or will be moving) to a new placement at the following location[ ]  resides in the parental home [ ]  is placed in a trial return home |
| TYPE OF PLACEMENT[ ]  Foster care [ ]  Relative [ ]  Parent [ ]  Other:  | ANTICIPATED DATE OF MOVE |
|  |
| CAREGIVER NAME(S) | PHONE |
| GROUP HOME CONTACT      | PHONE      |
| ADDRESS |
| EMAIL |
| EDUCATION LIAISON (COURT APPOINTED–PLEASE ATTACH COURT ORDER) [ ]  YES [ ]  NO |
| [ ]  **Per court order, the people named below cannot have contact with the student:** |
| FIRST NAME | LAST NAME | RELATIONSHIP (PARENT/UNCLE/AUNT/SIBLING, NO RELATIONSHIP, ETC.) |
|  |  |  |
|  |  |  |
|  |  |  |
| **Please notify the DCYF worker named above immediately if contact attempts are made.** |
| [ ]  School transportation is required to maintain school of origin. [ ]  Child/youth to be un-enrolled from school of origin on       (date). Best interest meeting held on  determined that changing school placement is in the best interest of the student.[ ]  Copy of the court order is attached.  |

**Best Interest Determination Participants:** School District Foster Care Liaisons

* Representative from Neighborhood School *(required*)
* Representative from School of Origin (*required*)
* Parent
* Caseworker
* Caregiver
* Youth

**School Selection: Factors to Consider During Best Interest Determinations**

|  |  |
| --- | --- |
| **School of Origin Considerations** | **Local Attendance Area School Considerations** |
| **Continuity of instruction** *Student is best served due to circumstances that look to their past* | **Continuity of instruction** *Student is best served due to circumstances that look to their future* |
| **Age and grade placement of the student** *Maintaining friends and contacts with peers is critical to the student’s meaningful school experience and participation.*   | **Age and grade placement of the student** *Maintaining friends and contacts* *with peers in the school of origin is not particularly critical to the student’s meaningful school experience and participation.*   |
| **Academic strength** *The student’s academic performance is weak, and the student would fall further behind if transferred to another school.* | **Academic strength** *The student’s academic performance is strong and at grade level, and the student would likely recover academically from a school transfer.* |
| **Distance of the commute and its impact on the student’s education and/or special needs** *The advantages of remaining in the school of origin outweigh any potential disadvantages presented by the length of the commute.* | **Distance of the commute and its impact on the student’s education and/or special needs** *A shorter commute may help the student’s concentration, attitude, or readiness for school.*   |
| **Personal safety of the student** *The school of origin has advantages for the safety of the student.* | **Personal safety of the student** *The local attendance area school has advantages for the safety of the student.* |
| **Student’s need for special instruction** *The student’s need for special instruction, such as Section 504 or special education and related services, can be met better at the school of origin.* | **Student’s need for special instruction** *The student’s need for special instruction, such as Section 504 or special education and related services, can be met better at the local attendance area school.* |
| **Length of anticipated stay in a temporary shelter or other temporary location** *The student’s current living situation is outside of the school-of-origin attendance zone, but their living situation or location continues to be uncertain. The student will benefit from the continuity offered by remaining in the school of origin.* | **Length of anticipated stay in a temporary shelter or other temporary location** *The student’s current living situation appears stable and unlikely to change suddenly; the student will benefit from developing relationships with school peers who live in their local community.* |

**For more information about selecting the appropriate school placement for students in foster**

**care, please see:**

[https://www.k12.wa.us/sites/default/files/public/fostercare/pubdocs/Best\_Practices\_School\_Selection\_for\_Children\_and\_Youth\_in\_Foster\_Care.pdf](https://ospi.k12.wa.us/sites/default/files/public/fostercare/pubdocs/Best_Practices_School_Selection_for_Children_and_Youth_in_Foster_Care.pdf)

Adapted from the *Best Practices: School Selection for Students in Out-of-Home Care issue brief developed by the Legal Center for Foster Care and The National Center for Homeless Education*: Fall 20