

Roles & Responsibilities

for School Districts Point of Contacts

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MISSISSIPPI
DEPARTMENT OF
EDUCATION

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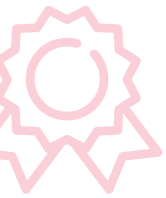
VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens



MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community



1

ALL Students Proficient and Showing Growth in All Assessed Areas



2

EVERY Student Graduates from High School and is Ready for College and Career



3

EVERY Child Has Access to a High-Quality Early Childhood Program

EVERY School Has Effective Teachers and Leaders

4



EVERY Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



EVERY School and District is Rated “C” or Higher

6



Every Student Succeeds Act (ESSA) includes provisions that promote educational stability for children in foster care so they can continue their education without disruption, maintain important relationships, and have the opportunity to achieve college and career readiness.

Foster Care

means 24-hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility.

MS Department of Child Protective Services (MDCPS)



- Foster Family Homes
- Kinship Placements
- Group Homes
- Emergency Shelters
- Residential Facilities
- Childcare Institutions
- Pre-adoptive homes

- Children in foster care remain in the school of origin unless there is a determination that it is not in his or her best interest.
- If it is in the best interest of the child to leave the school of origin, the child must be immediately enrolled in the new school even if they don't have the required documentation. The enrolling school shall immediately contact the school last attended to obtain the child's records.
- LEAs must collaborate with CPS to develop & implement clear written procedures for how transportation will be provided, arranged, and funded for the duration of a child's time in foster care.

Quick Definitions



School of Origin – the school that a student was attending at the time of placement in foster care or the school a student is attending at the time of any subsequent change in foster care placement

COR: County of Responsibility is where the foster care student was taken into custody.
COS: County of Service is where the foster care student is currently residing.

Caseworker: CPS staff assigned to the foster care student, also called CPS Specialist
Educational Liaison: is a person authorized to make educational decisions on behalf of a student in MDCPS custody.

LEA Point of Contact (POC): the person assigned by the school district superintendent to coordinate educational services and maintain foster care student documentation of records.

- Collaboration
- Best Interest Determination
- Immediate Enrollment
- Transportation

Responsibilities



Local School Districts & Local Child Protective Services



MDE POC

- ✓ Collaboration (LEA & CPS)
- ✓ Provide support as requested
- ✓ Provide clarification for transportation
- ✓ Provide technical assistance
- ✓ Maintain the contact list for LEA's POCs
- ✓ Provide professional development opportunities for LEA POCs

LEA's POC

- ✓ Collaboration (other LEA staff & CPS workers)
- ✓ Identify students in foster care through MSIS
- ✓ Complete the BID Process
- ✓ Ensure transportation for foster care students
- ✓ Ensure immediate enrollment or transfer of records
- ✓ Ensure the needed services are provided to the student

Making all reasonable efforts to ensure the continuity of a child's educational experience by keeping the child in a familiar or current school and neighborhood when feasible and in the child's best interests by limiting the number of schools changes the child experiences.

If school change is unavoidable, the MDCPS caseworker or agency designee (including foster parents) must enroll the child in the most appropriate educational setting available to meet the child's needs as identified through the BID process.

Ensuring the child's educational needs are met. Services may include, IEP, tutoring, occupational therapy, speech therapy, or after-school programs. (attend IEP meetings)

Obtaining educational records from the school(s) and maintaining the records in the child's case file.

Best Interest Determination (BID)

A Collaboration Between Local MDCPS & LEAs

The Best Interest Determination (BID) is a collaborative decision about whether the student should remain in their school of origin or be immediately enrolled in a new school.

Notes:

- BID completed when a child/youth comes into custody
- BID completed when there is a change in placement
- Always completed by the School District of Origin
- BID must be completed within 5 business days
- MDCPS is considered the final decision maker
- When feasible & appropriate, a student must remain in his/her school of origin while BIDs are completed



**BEST INTEREST DETERMINATION
FOSTER CARE SCHOOL PLACEMENT FORM**

BID Timeframe				
A BID must be completed every time a youth comes into care or there is a placement change while in care. BID conferences/meetings with the school district POC must take place within five (5) business days of a child entering foster care or changing placement. The youth shall not be withdrawn/enrolled until a BID is completed.				
Student Information				
Student Name: <small>(first, middle, last)</small>		DOB:	Date of BID:	
Address/District of Residence:		Grade:	IEP Ruling <input type="checkbox"/> Yes <input type="checkbox"/> No	
MSIS:		(enter school name)		
School/District of Origin:				
Mississippi Department of Child Protection Services Information				
Case Worker: _____		COR:	Phone: () ___-___	
ASWS: _____			Phone: () ___-___	
Determination				
<input type="checkbox"/> The student shall remain in the district/school in which the child was enrolled at the time of placement (school of origin). Name of School District/School: <small>(enter school name)</small>				
<input type="checkbox"/> Based on the best interest determination, a change in school placement is recommended. In accordance with ESSA, the child will be enrolled in the district/school of current residence (receiving school). Name of School District/School: <small>(enter school name)</small>				
<p style="color: red; font-size: small;">NOTE: If a change in educational placement is necessary, enrollment in the new school must take place immediately. All educational records must be provided to the receiving school. * An IEP Placement meeting should be scheduled with the new school district's POC.</p>				
BID Participants				
Title	Participated	Printed Name	Signature	Agree with Determination
Student	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
Birth Parent(s) if applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
MDCPS POC- Case Worker or Supervisor	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
Guardian Ad Litem	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
POC for School of Origin	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
POC for New School District (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
IEP Team Member	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No

School Enrollment



The foster care student must be enrolled within 2 business days.

The school district must enroll regardless of paperwork or lack there of.

MDCPS must ensure enrollment is initiated immediately.

The local school district foster care POC must initiate a school-to-school transfer of records with the school of origin and ensure that the student is attending school while the records are being transferred.

The school district foster care POC must request school records within 24 hours.

MDCPS Educational Liaison are to review the educational records of the foster care student within 30 days of placement in custody and each new school placement.

IEP meetings occur after enrollment into the new school to review accommodations and supports for the student within the new placement.

Educational Decision Makers may be required and are assigned by the newly enrolled school district.



The State of Mississippi
 Tate Reeves, Governor
Andrea Sanders, Commissioner
 www.mdcps.ms.gov

 Date

Dear _____ enrollment office:
Name of school

This letter is to inform you that _____, _____
Name Relationship to youth
 has permission from the Mississippi Department of Child Protection Services in
 _____ County to enroll _____ in school.
Youth's name

The above-named individual may enroll the youth; however, school withdrawals of children in foster care must be initiated and completed by MDCPS or an individual specifically authorized by the youth court to execute primary and secondary school registration procedures. **Parent(s), foster parent(s), and group home staff are not permitted to withdraw a child in foster care from school under any circumstances.**

The above-named individual has permission to receive and have access to the youth's current records regarding grades, discipline, teacher conferences, accommodations, and other educational related matters/concerns. The above-named individual may also attend educational meetings regarding the youth.

Thank you for your immediate assistance with this matter. Should you have additional questions, please contact me at _____.
Email or phone number

Respectfully submitted,

 ASWS Signature

 ASWS Printed Name

Notification of Placement (Change) Form

For Children/Youth in the custody of MDCPS

The below information is for official use by authorized State Child Welfare Agency (CWA) and Local Educational Agency (LEA) personnel only.
To Be Completed & Signed by MDCPS COR Worker/Designee within 7 days of Initial Placement or Placement Change.

STUDENT INFORMATION

Child/Youth Name: _____ Age: _____ DOB: _____
 Grade Level/Classification: _____
 Enrollment Status:
 Initial Enrollment School Change Currently Enrolled-No School Change
 Date of Placement/Placement Change: _____ Date of Enrollment: _____ Date of BID: _____

AGENCY AND PLACEMENT CONTACT

MDCPS COR Worker: _____ Phone: _____ Email: _____
 MDCPS ASWS: _____ Phone: _____ Email: _____
 COR:
 Check one: Initial Placement Foster Care Placement Change Exiting Foster Care
 Foster Care Provider Type: Family Foster Home Relative/Kinship Home Therapeutic Home Facility

Foster Care Provider Name: _____ Phone: _____
 Foster Care Provider Address: _____
The above Foster Care Provider has permission to receive and have access to the above student's current records regarding grades, discipline, teacher conferences, accommodations, and other educational related matters/concerns: Yes No

MDCPS COR Worker Signature _____ Date _____

LEA/SCHOOL INFORMATION (To Be completed by/obtained from School Personnel Within 7 Days of Initial Placement or Placement Change)

Student's MSIS #: _____
 Current School Year: _____
 School Name: _____ Phone: _____
 School Address: Responsible _____
 School District: _____ Phone: _____
 Received/Completed By: _____ Title: _____
 Date Received/Completed: _____ Signature: _____

Email this completed form to education@mdcps.ms.gov

Transportation



Cost of Transportation cannot be a factor when making the Best Interest Determination (BID).

Any child in foster care needing transportation to their school of origin must promptly receive transportation services.

The LEA must collaborate with the local MDCPS to develop & implement clear written transportation procedures in accordance with 20 U.S.C. §6312(c)(5)(B) if the child remains in their school's attendance zone

This requirement includes students in foster care who attend public pre-schools

The two entities must establish a system that expedites transportation for children placed in foster care

Transportation should not be a factor when deciding the BID for the foster care student

**American Bar Association (ABA)
provided a template. Please use the
link below to view it.**

[ABA Transportation Guidance Link](#)

[ABA Transportation Plan Template](#)

**All School Districts must complete
Transportation Plans by June 28, 2024.**

**District Transportation Plans may be
submitted to twilliams@mdek12.org.**



Educational Review

MDCPS & MDE

MDCPS Educational Liaison:

MDCPS Educational Liaison Staff are to review educational records of students in foster care. MDCPS has a letter that will be sent to the school district's POC. This request is to be sent within 30 days of the enrollment of the student. POC should use the MDCPS Checklist. A link is provided below.



[Check List for Records Request](#)
[Review Records Request](#)

Foster Care Documentation

Foster Care Student Folder:

The LEA POC begins a Foster Care Student Folder maintained in the district office. It must be an electronic folder labeled as MSIS # Last Name, First Name. The folder should include the following electronic files.

- Completed BID
- Current transcript that would include the last progress report card, test scores, and credit or partial credit for course work.
- Copies of support plans such as Behavioral or Tier II & III plans
- Discipline records



Foster Care Student Folder:

- Attendance Records
- Health plan/records kept by the school including any medications dispensed by the school nurse
- Birth Certificate
- Shot Records

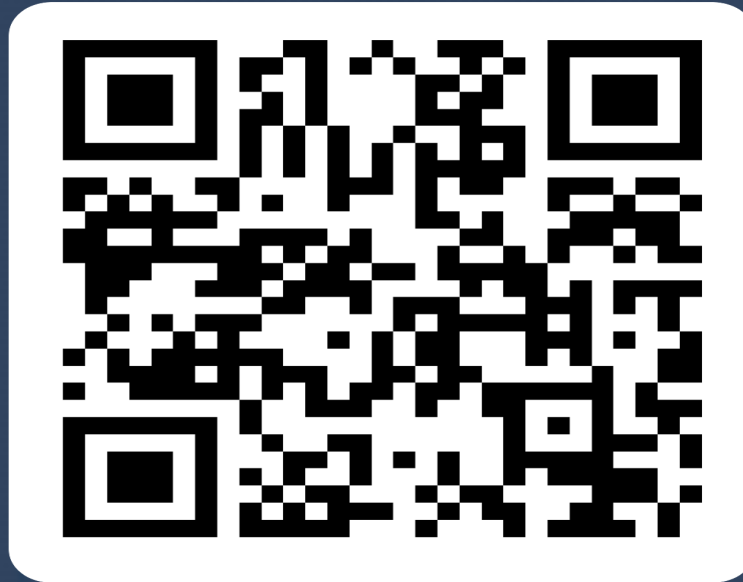


Examples



Student Last Name, First:		
MSIS #:		
Point of Contact:		
Date	Type of Action	Comments

Point of Contact for Foster Care School Year 2024-2025



<https://forms.office.com/r/LbRzdmSbYB>

Upcoming Events

May 21-22, 2024: Statewide Chronic Absenteeism Conference at the Hilton on County Line Road, Jackson

June 11-12, 2024: Finding the Road to Success! Conference at the Lake Terrace Hattiesburg Convention Center, Hattiesburg

Federal & State Statutes, MDE SBP

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[Federal Joint Guidance](#)

[Fostering Connections to Success](#)

[Fostering Connections to Success & Increasing Adoptions Act of 2008](#)

[The Uninterrupted Scholars Act](#)

[Every Student Succeeds Act \(ESSA\)](#)

[IDEA Individuals with Disabilities Education Act](#)

[Free Appropriate Public Education for students with disabilities](#)

[Public Law 94-142](#)

[Protecting Student Privacy](#)

[MDE Rule 30.8 Foster Care Policy](#)

[MDE Rule 74.19 Individuals With Disabilities Education Improvement Act](#)

[MDE Rule 74.1 Educable Child Program](#)

[MDCPS Policies](#)



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