



Enrollment of Child in Maryland State-Supervised Care and Transfer of Educational Records

MCPS Form 560-35
October 2009

Department of Policy, Records, and Reporting
MONTGOMERY COUNTY PUBLIC SCHOOLS
850 Hungerford Dr. • Rockville, Maryland 20850

Directions: To be completed by adult acting on behalf of a child in Maryland state-supervised care, including a child in the custody of or placed by a placement agency into foster care, group home, and other placements. Placement agency includes local departments of social services, the Departments of Health and Mental Hygiene or Juvenile Services, or private placing agencies licensed by the Social Services Administration.

Prior to or concurrent with a placement, the placing agency must notify the school where the child will be enrolled. Parents or other permitted parties (i.e., education guardian, parent surrogate, foster parent, court-appointed attorney, or court-appointed special advocate acting on behalf of the child) may also provide enrollment notice of child in care.

PART 1: STUDENT INFORMATION Out-of-County Placement Montgomery County Agency Placement

Name of student _____ Date of birth _____ Age _____
Last First MI

School name _____ Grade _____

Last school attended _____
Name of school Address/City/State/Zip Code Telephone #

School district for last school attended _____
Name of school district Address/City/State/Zip Code Telephone #

Check, if applicable:

Special Education: Yes No **504 Plan:** Yes No

PART 2: PLACING AGENCY INFORMATION (e.g., Department of Social Services, Department of Juvenile Services, etc.)

Agency with Court Order of Care _____

Address of agency _____

Name of Social Worker/Case Management Specialist _____ Phone _____

PART 3: PLACEMENT RESIDENCE INFORMATION (Attach copies of court order, agency placement letter, and current group home license.)

Foster Care Group Home Care Other (specify): _____

Name _____

Address _____ Phone _____

Name of Counselor/Case Worker _____ Phone _____

PART 4: PARENT(S)/GUARDIAN INFORMATION (If parental rights are terminated, attach copy of court order.)

Name of parent _____ Rights terminated? Yes No

Last known address _____
Street Address City State ZIP Code

Name of other parent _____ Rights terminated? Yes No

Last known address _____
Street Address City State ZIP Code

Name of guardian, if not parent _____ Relationship to student _____

Last known address _____
Street Address City State ZIP Code

I have received rights information for Children in State-Supervised Care

Signature, Person Completing Form

Relationship to Student

Date

MCPS Staff: 1. Within 2 school days after receiving notice of child's enrollment or imminent enrollment, the receiving school will inform (verbal, written, or other) the sending school and make a **written** request to the sending school for child's educational records. 2. Provide a copy of written request for records and information on rights for a Child in State-Supervised Care to the child, if appropriate, or adult acting on behalf of child in state-supervised care. **This form must be completed prior to the beginning of each school year.**

DISTRIBUTION: ORIGINAL/Cumulative Folder; COPY 1/Adult acting for child; COPY 2/Dept. of Policy, Records, and Reporting

Education Rights of Child in State-Supervised Care— Transfer of Education Records

Overview

Effective July 1, 2005, the Maryland law, *Children in State-Supervised Care – Transfer of Education Records*, required prompt enrollment, placement, provision of appropriate services, and transfer of educational records from the previous school to the new school for children in state-supervised care.

Definitions

- *Child in State-supervised Care*
A child in state care is any child or youth who is in the custody of, committed to, or otherwise placed by a placement agency. This includes foster care, group homes, or other agency placement. This does not mean a child at the Charles H. Hickey, Jr. School in Baltimore County who receives an educational program pursuant to the applicable governing code.
- *Receiving or sending school*
Public school or a non-collegiate educational institution affiliated with a residential child care program or treatment facility that has a Maryland State Department of Education approved educational program.
- *Notice*
Written, verbal, or other communication that has been effectuated regarding the identification of a child in State-supervised care.

Placement agencies

- The county Department of Social Services (DSS)
- The Department of Juvenile Services (DJS)
- The Department of Health and Mental Hygiene (DHMH)
- A private agency that engages in placement of children in home or with individuals and is licensed by the Social Service Administration (SSA) pursuant to applicable governing code.

Rights

- Education – All Maryland children have a right to an education
- Prompt enrollment in school – Children and youth in state-supervised care have the right to promptly enroll in school.
- Prompt transfer of student's school records – When children and youth in state-supervised care enroll in a new public school, they have the right to have their school records promptly transferred from the old school to the new school.

Notice and Enrollment Requirements

- Prior to or at the time of placement, the placement agency (DSS, DJS, DHMH, etc.) or other permitted parties (parent, education guardian, parent surrogate, foster parent, court-appointed attorney, or court appointed special advocate) must provide notice to the receiving school regarding the enrollment or imminent enrollment of a child in state-supervised care.
- Within 2 school days the receiving school must:
 - inform the sending school of the enrollment or imminent enrollment
 - request, in writing, the educational records
 - provide a copy of the request to the child and/or responsible adult acting on behalf of the child; and
 - inform the child and/or adult acting on behalf of the child responsible of their rights under this law
- Sending school after notice from receiving school must:
 - immediately inform the receiving school orally of the grade level (last enrolled) and whether the student has a Section 504 plan or Individual Education Plan (IEP)
 - within 3 school days send by mail, electronically, or hand carry
 - withdrawal or transfer record
 - academic records
 - discipline records
 - immunization records
 - most recent Section 504 plan or IEP and the most recent assessment (if applicable)
 - Health records that are educationally relevant
 - Birth certificate or other proof of age
 - Blood lead testing cert., if applicable.
- If sending school does not have or provide the records listed above, the placement agency may provide them to the receiving school.

Dispute Resolution Process

In the event of a dispute, give the child and responsible adult acting on behalf of the child a copy of the MCPS brochure, *Inquires and Complaints From the Public*; and MCPS Form 270-8, *Complaint from the Public*, which is to be completed by the child and/or responsible adult acting on behalf of the child (offer to assist child and/or responsible adult acting on behalf of the child with completing form, if necessary).

During the dispute the child is:

- enrolled in receiving school
- provided with appropriate educational services including implementation of an existing IEP

Rights of a birth parent of a child in State-supervised care to participate in the educational decision-making for the child are not diminished under this law.