

Oklahoma City Public Schools

Foster Care Education

1201 NE. 48th
Oklahoma City, OK 73111
O: 405.587.0058
F: 405.587.1443
kadavis@okcps.org

FOSTER CARE STUDENT ENROLLMENT GUIDELINES

*Per *ESSA, Section 1112 (c)(5)(A)*, schools may not deny or delay enrollment of foster children, with or without documentation, who are trying to enroll in a new school in the area of their new placement OR students enrolling outside the area of placement who have a Best Interest Determination from OKDHS (effective 12/2016). **FOSTER CARE STUDENTS DO NOT HAVE TO FOLLOW REGULAR TRANSFER PROCEDURES AND ARE EXEMPT PER ESSA WHEN OKDHS HAS MADE A BEST INTEREST DETERMINATION.**

1. When a foster parent, group home employee or OKDHS employee arrives to enroll a foster student, have them fill out an enrollment packet and verify they are trying to enroll in the correct school for placement address or school listed in Best Interest Form. If the school is incorrect, contact **Foster Care Coordinator (FCC)** at the information above to be sure there is not a Best Interest Form on file before turning the family away.
2. Once enrollment packet is completed, ensure the OKDHS worker and contact information is also added to contact list. Foster Parent should have some form of Placement Agreement on hand; make a copy to verify custody status. Student will still be enrolled if there is no paperwork on hand. **If there are disputes about what school a child is to attend, FCC should be contacted. For more information, please refer to OKCPS Foster Care Plan, which can be found on the school website under Departments/Foster Care Education. OKDHS will be the final decision maker on school of origin due to having more knowledge of the child's situation and needs, BUT THE DECISION MUST BE DOCUMENTED ON A BEST INTEREST FORM.**
4. Each foster child enrolling should be marked as "Resident" at time of enrollment **unless they are able to document they are in Therapeutic Foster Care or a Therapeutic Program/Group Home.** This information effects federal funding and can cause the school to lose money they were not entitled to when audited. If unsure, contact **FCC**.
3. Each foster student entering or leaving a school after 12/2016 should have a Best Interest Form on record for each move. The form should be sent to receiving AND previous school. Please send any Best Interest Forms received to **FCC** for record-keeping and data tracking.

4. Contact **FCC** with student name/ID to begin records collection from OKDHS and previous schools if they are unknown.

5. Each student should have an Information Sheet as part of their record as well. **FCC** will ensure the school has a copy. This details any visitation/legal or other restrictions a child might have.

Foster care can be confusing, and sometimes people think they are/are not housing a child in foster care when the opposite is true. If a person comes in to enroll a student but has questionable foster care/guardianship/safety plan status and is not sure or does not have documentation, please contact **FCC** to verify status.

If transportation is needed, transport requests can be found on the OKPCS webpage under Departments/Foster Care Education and sent directly to tlross1@okcps.org **OR** an email may be sent directly to **FCC** with the information of the Placement Provider and FCC will fill out request and send it in. If the school fills out a Transport Request, please CC **FCC** for data tracking.

Transport requests may be denied by transport if they are unreasonable or will require extensive travel for student that will infringe upon daily life. Disputes may sometimes arise between OKDHS and the school/transportation. Please contact FCC ASAP to deal with these disputes.

Uniform/School Supply Assistance

Foster Care students are sometimes placed in new homes abruptly without many belongings, or moved in OKCPS District having never had school uniforms before. Foster Care Education is part of Title I, but does not have the same resources as Homeless Services. FCC does not have a clothing closet or supply closet. However, there are several local agencies that do help with this need.

CITIZENS CARING FOR CHILDREN: 405-753-4099

URBAN SKYLINE MINISTRY: 405-632-2644

SHARING TREE OKC: 405-634-2006

NORTHCHURCH (Ridgeview and Greystone Schools): 405-341-1200 (Margot)

URBAN MISSION: 405-946-1556

URBAN LEAGUE OF GREATER OKC: 405-424-5243

Uniforms may also be purchased for low cost at Once Upon a Child, Salvation Army, Goodwill, etc.