

NORTH CAROLINA CHILD EDUCATION STATUS FORM INSTRUCTIONS

Purpose

The Child Education Status form documents a child/youth's educational/developmental needs and services over time, and is required for every child/youth in the custody of a county child welfare agency.

When to use this form

The Child Education Status form must be completed within seven days of a child entering custody of a county child welfare agency, any subsequent placements, and anytime there is a change in the child's school. At a minimum, the form must be updated every 12 months. Ongoing educational stability must be updated at the Permanency Planning Reviews and documented on the Permanency Planning Review form (DSS-5241). The Child Education Status form must be maintained in the child's county child welfare case file and provided to the child's placement provider.

Using the form

For pre-school age children, only developmental information at the top of page 1 is required. Complete the form in its entirety for all school-age children. The form should document all information about the child's previous school performance and/or activities as well as the child's current education status.

Education Status Documentation

The Child Education Status form, together with the Best Interest Determination (BID) form (DSS-5137), meet the requirements of Fostering Connections and Every Student Succeeds Act (ESSA) for documentation that must be maintained in the child welfare case file for every child regarding the best interest determination and the review of ongoing educational stability.

Included with the Child Education Status form and BID form should be:

- Report cards
- IEP or 504 Plan
- Progress reports
- Emails or correspondence from individuals consulted
- Achievement data (test scores)
- Disciplinary referrals
- Attendance data
- Health reports/records
- Other

Both the Child Education Status and Best Interest Determination forms are required. However, if a Best Interest Determination (BID) or Educational Services (ES) meeting is not required for the child at the time of placement, only complete the Child Education Status, documenting on page 2 that a BID/ES meeting was not required. The Best Interest Determination form must be completed within five school days of a child's initial placement, change in placement, or change in school. The form must also be completed any time there is an ES meeting.

The Best Interest Determination meeting and form are required to ensure that:

- The child's placement takes into account the appropriateness of the current education setting and the proximity to the school in which the child was enrolled at the time of the placement (or placement change);
- The county child welfare agency has coordinated with appropriate local educational agencies to ensure that the child remains in the school in which the child is enrolled at to the time of placement (or placement change);
- If remaining in the school is not in the child's best interests, assurances by the county child welfare agency and the local educational agencies are made to provide immediate and appropriate enrollment in a new school, with all of the educational records of the child provided to the school;
- Services are in place to meet the child's needs after the transition to a new school.