



## Immediate Enrollment of Child in Foster Care Form



Student Information		
<b>Date of Joint LDSS/School Best Interest Determination for School Placement:</b>		
<b>Date Student Presented for Enrollment:</b>		
<b>Receiving School/School Division:</b>		
<b>Student Name**:</b>		
<b>Age**:</b>	<b>DOB:</b>	<b>Sex:</b>
<b>Student Testing Identifier:</b>		
<b>Foster Parent/Placement Name:</b>		<b>Phone:</b>
<b>Foster Parent/Placement Address:</b>		
<b>DSS/Child-Placing Agency Name:</b>		
<b>Date Placed with Agency:</b>		
<b>Agency Contact Name:</b>		<b>Phone:</b>
<b>Last School Attended/School Division:</b>		<b>Current Grade:</b>
<b>Information on status of parental rights:</b>		
<b>Does student have IEP? Yes No Unknown</b>		
<b>Does student have 504 plan? Yes No Unknown</b>		
<b>Parent for Special Education purposes , if applicable:</b>		

The local department of social services (LDSS) shall coordinate with the school to ensure that the child in foster care is immediately and appropriately enrolled with all educational records provided to the new school ([Fostering Connections to Success and Increasing Adoptions Act of 2008 \(P.L. 110-351\)](#); [Social Security Act, Title IV, § 475 \(1\) \(G\) \[42 USC 675\]](#)). The sending and receiving schools shall expedite the transfer of the student’s record (§ [22.1-289](#) of the Code of Virginia).

This document provides all information required for the LDSS to notify the school and for the school to immediately enroll the child in compliance with §§ [63.2-900.D](#) and [22.1-3.4](#) of the Code of Virginia. The three asterisked (\*\*\*) areas meet these minimal requirements for enrollment. All other information helps ensure a smooth transition for the child and school.

“Immediate” means the beginning of the next school day after the presentment for enrollment. “Presentment” means the person enrolling the child has appeared at the school and presented all required information and certifications. “Enrollment” means the child is attending classes and participating fully in school activities. If, despite all reasonable efforts, school officials are unable to enroll the child by the beginning of the next school day following presentment for enrollment, the student shall be enrolled no later than the second school day following presentment. If enrollment is delayed until the second school day after presentment, school officials shall document reasons for the delay and attach these reasons to this form.

**(Please complete other side)**

**(Print on yellow paper for easy identification)**



# Immediate Enrollment of Child in Foster Care Form



## Enrollment Certifications\*\*

I am a representative of the agency having legal custody of the above-named child. This child meets the definition of a child placed in foster care in § [22.1-3.4](#) of the Code of Virginia; therefore, I am presenting the child for *immediate* enrollment.

To the best of my knowledge, \_\_\_\_\_ **has/has not (circle one)** been expelled from school attendance at a private school or public school division of the Commonwealth of Virginia, or in another state, for an offense in violation of school board policies relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person.

To the best of my knowledge, \_\_\_\_\_ **has/has not (circle one)** been found guilty of or adjudicated delinquent for any offense listed in § [16.1-260.G](#) of the Code of Virginia or any substantially similar offense under the laws of any other state, the District of Columbia, or the United States or its territories.

To the best of my knowledge, \_\_\_\_\_ is in good health and is free from communicable or contagious disease. If documentation of a physical exam, birth certificate, social security number, and/or immunization record is unavailable at time of enrollment, they must be provided to the school within 30 days of enrollment.

\_\_\_\_\_  
*Custodian/Guardian Signature*

\_\_\_\_\_  
*Date*

## Release of Information

I, \_\_\_\_\_, as legal custodian/guardian of \_\_\_\_\_, hereby authorize schools, their agents and employees in possession of this student's educational records to release such information as necessary for the purposes of his/her educational enrollment at \_\_\_\_\_ (school of enrollment).

\_\_\_\_\_  
*Custodian/Guardian Signature*

\_\_\_\_\_  
*Date*

### Contact Information for Questions

**VDOE: Student Services Office:** (804) 225-2071

**VDSS: Regional Permanency Consultants:**

Piedmont Regional Office: (540) 204-9611

Western Regional Office: (276) 676-5490

Eastern Regional Office: (757) 491-3990

Northern Regional Office: (540) 347-6250

Central Regional Office: (804) 662-9743