**School District Transportation Plan**

**STEP 1:**

**School district/school of origin** documents a process to identify which students in foster care require transportation to maintain attendance in the school district/school of origin.

**STEP 2:**

**DHS child welfare caseworker** submits a [*DHS Foster Care Student Placement: Notification form*](https://www.oregon.gov/ode/students-and-family/fosteringconnections/Documents/dhsfcschoolnotificationform.pdf) to the school Foster Care Point of Contact at the foster student’s school district/school of origin.

**STEP 3:**

**DHS child welfare caseworker** submits a [*Foster Student School District of Origin Transportation Request form*](https://www.oregon.gov/ode/students-and-family/fosteringconnections/Documents/fctransportationrequestform.pdf)to the Foster Care Point of Contact at the foster student’s school district/school of origin.

**STEP 4:**

**School district/school of origin** documents in writing how transportation will be provided in order for a foster student to maintain attendance in the school district/school of origin. ESSA mandates that districts provide transportation in a timely and cost-effective manner within **five school days** of placement into foster care or a change of foster care placement.

**STEP 5:**

**Foster Care Point of Contact** notifies the foster parent of the school district/school of origin transportation plans.

**STEP 6:**

**School district of origin** establishes the cost for providing transportation to the foster student’s school district/school of origin. Cost calculation must conform to the guidance provided in OAR 581-023-0040.

**STEP 7:**

School district of origin submits the [*Foster Student School District of Origin Transportation Cost ODE Reimbursement Form*](https://www.oregon.gov/ode/students-and-family/fosteringconnections/Documents/fctransportgrantreimbursement.xlsx) to ODE for the non-reimbursable cost of providing transportation to student’s school district/school of origin on a quarterly basis.