

To ensure compliance with the federal Every Student Succeeds Act, school districts and ODHS Child Welfare agency must complete these steps to determine school of origin when a child is placed into foster care or changes foster care placement.

[ORS 339.133](#), [ORS 339.134](#), [OAR 413-105-0030](#)

*ODHS child welfare, for this document, has foster care custody. [ODDS](#) and [Tribal Child welfare](#) have different procedures.

If a child is placed into ODHS Child Welfare Foster Care Custody or there is a change in living arrangement: *No Change in District or School*

- The ODHS child welfare must notify the **school district** Foster Care Point of Contact within one day of when a student has been placed in foster care or the student has a change in his or her living arrangements. (ODDS and [Tribal Welfare](#) agreements are different)
 - The ODHS child welfare caseworker must notify the district using the ODHS school notification form.
- The school or district POC immediately updates the student's foster care status in the student database, including parent rights.
- Parents are removed from accessing the student information system. ALL education and medical decisions transfer to the foster parent and ODHS caseworker. ODHS is legal custodian. School questions should be directed to the foster parent or the ODHS caseworker.
- The student will remain in their school of origin.

If the residence of the foster care placement results in a change to the student's school of origin: *Change to District/ School of Origin/District of Residence.*

- The ODHS child welfare caseworker documents the placement using the School Notification form, notifying the school of a student's new residence placement, as soon as it is available. Best Interest Determination process begins.
- The student must remain in their school of origin until the Best Interest Finding is completed.**
 - There is a varying amount of time it can take to get a Best Interest Finding in court.
 - (ODDS and Tribal procedures vary, refer to links for guidance)
- The ODHS caseworker presents documents to the court for change of school of origin to be a school located in the district of origin or district of residence of the new placement. (School decisions or options outside of school district/school of origin/district of residence may require the foster family to seek an inter-district transfer, which are not always granted).
- The ODHS child welfare caseworker must complete a **NEW** School Notification Form, indicating the decisions of the Best Interest Finding. This must be signed and dated by the judge (or designee) to document the decision and next steps.
- The **NEW** School Notification form is provided to the district POC for both the school of origin and the new school/district. (The School Notification form is the Entry and Exit notification procedure).
- The enrolling school must request records from the previous school/district within **one to five school days**.

The district and ODHS child welfare determine the child's school district/school of origin: *Transportation*

- The district POC and ODHS child welfare caseworker will develop and implement a plan to provide, arrange and fund the transportation within five school days. (for routes outside the normal school boundary)
- The district/school POC will coordinate with the school district transportation department to implement the plan.
- The district and ODHS caseworker will arrange interim transportation until permanent transportation plans are in place.

Change in school district/school of origin placement is determined (Best Interest Finding): *Student Records: [OAR 581-021-0250](#)*

- The student must **immediately** be enrolled in the new school. The new school must request the student's records from the school of origin within **one to five** school days of initial enrollment.
- The school of origin will send the student's records within **five** school days of receiving the original request.
- The ODHS caseworker will provide the new school with as much information as possible about the student (such as age, grade and academic history) to ensure appropriate support and placement until the school receives relevant records from the school of origin.