



**Welcome to
the
Wonderful
World of
Education
Series**

Developed by
the Child
Protection
Accountability
Commission's
Education
Subcommittee
(CPAC) 2009

The Wonderful World of Education

Series #1: School Enrollment and Registration



*Designed for Parents, Caregivers, Foster Parents
and DSCYF Caseworkers*



Welcome to the Wonderful World of Education

SERIES #1: *Enrollment & Registration*

U.S. Dept. of Education

DE Dept. of Education

19 School Districts

New Castle County:

Appoquinimink, Brandywine, Christina, Colonial, New Castle County VoTech, Red Clay

Kent County:

Caesar Rodney, Capital, Lake Forest, Polytech, Smyrna

Sussex County:

Cape Henlopen, Delmar, Indian River, Laurel, Milford, Seaford, Sussex Tech, Woodbridge



Welcome to the Wonderful World of Education

SERIES #1: *Enrollment & Registration*

U.S. Dept. of Education

DE Dept. of Education

18 Charter Schools

New Castle County:

Charter School of Wilmington, DE College Preparatory Academy, DE Military Academy, East Side, Edison Charter, Family Foundations Academy, Kuumba Academy, MOT Charter, Moyer Academy, Newark Charter, Odyssey Charter, Pencader Business & Finance Charter High School, Prestige Academy

Kent County:

Academy of Dover, Campus Community, Positive Outcomes, Providence Creek Academy

Sussex County:

Sussex Academy of Arts & Sciences

Enrollment

When? Where? How?

- ☐ Contact school as early as possible
Different schools have different policies & procedures!
- ☐ Visit school websites for more information
<http://www.doe.k12.de.us/infosuites/schools/default.shtml>
- ☐ See maps with locations of schools
<http://www.doe.k12.de.us/infosuites/schools/mapping/default.shtml>
- ☐ Visit Department of Education website for all school closings, news & information *<http://www.doe.k12.de.us/>*



*A foster parent may enroll the student
once DSCYF has provided
registration materials to the school.*

Registration - What Will You Need?

- ☐ School registration form

*Registration forms may vary from school to school.
Be sure to check!*

- ☐ Birth Certificate

- ☐ Social Security number

- ☐ Show proof of residency

*DSCYF letterhead statement as proof of residency for a child in foster care
with placement resource identified.*

- ☐ Custody/Guardianship Order

- ☐ Sign a request for release of information

DSCYF should sign this form for children in foster care.



For children covered under McKinney-Vento, which includes children in foster care, enrollment will not be delayed if all items are not currently available.

Registration

- ☐ Provide medical records including up-to-date immunizations, current physical (within two years) & information on chronic health conditions.

DSCYF should provide this information. The school nurse may be able to assist.

- ☐ Share medical information (medications, allergies, history, etc).

*Foster Parents – Consider using the Medical Transfer Instruction Sheet.
Schools – Consider using a “health history update form”.*

- ☐ Share copies of relevant records (report cards, transcripts, Individualized Education Program or IEP, 504 accommodation plan, etc.).

These records may be shared electronically or by fax.

McKinney-Vento Homeless Assistance Act “Best Interest” Discussion

Each school district has a homeless liaison who is responsible for arranging “best interest” discussions:

- *At registration*
- *At the end of the school year*

For children in foster care, DSCYF is responsible for arranging the “best interest” discussion when there is a change of placement.

DSCYF is always responsible for inviting relevant case participants.

Discussions (which may be by phone) and meetings should be documented. (*Appendix E of Memorandum Of Understanding*)

McKinney-Vento Homeless Assistance Act “Best Interest” Discussion

Best Interest discussion includes:

- ☐ Child safety
- ☐ Child wishes
- ☐ Parent wishes
- ☐ Physical & mental health of child
- ☐ Child’s adjustment to foster placement, school & community
- ☐ Child’s educational needs
- ☐ Child’s disability or special needs
- ☐ Distance of commute to school
- ☐ Permanency plan
- ☐ Discussion is documented on Feasibility of School Placement Form (*Appendix E of Memorandum Of Understanding*)



Additional Information You May Receive When You Register Your Child

- ☐ Emergency contact card
- ☐ Free/reduced breakfast/lunch information
- ☐ List of School Supplies needed
Some schools may be able to help provide supplies, so don't hesitate to ask!
- ☐ School handbook/code of conduct



*School policies vary so
please check your school's handbook/code of conduct.*

All handbooks are on school district websites!

School Handbook/Code of Conduct May Include:

- ☐ School mission
- ☐ School calendar
- ☐ Guidelines for conduct
- ☐ Attendance/Absence policy
- ☐ School activities
- ☐ Alcohol & Drug policy
- ☐ Medication Policies
- ☐ Free/Reduced breakfast/lunch policy



School Handbook/Code of Conduct

- ☐ Athletic eligibility
- ☐ Dress code
- ☐ School counselors/advisors
- ☐ School services/programs/policies
- ☐ Report cards/progress reports
- ☐ Course selection (high school)
- ☐ Graduation requirements
- ☐ PTA/PTO/Family Involvement Information



What Does the School Need to Do?

- ☐ Request records from other schools
- ☐ Review medical information and determine areas of need
- ☐ Arrange transportation
Transportation may take 3-5 days to arrange.
- ☐ Make assignment to a classroom and/or academic schedule
Scheduling typically takes 2 days to arrange.
- ☐ Follow procedures for children in foster care
Children in foster care are considered “homeless” under the McKinney Vento Homeless Assistance Act

Tips for Success!

- ☐ Visit your school's website – find a link to all school websites and school information
<http://www.doe.k12.de.us/>
- ☐ Learn about your child's school.
- ☐ Share information.
- ☐ Find the best way to communicate with your child's teacher.
- ☐ Work with your child's teacher to resolve issues.
- ☐ Ask questions – ask for help.
- ☐ Talk to your child's teacher – talk to your child.
- ☐ Keep records about your child.
- ☐ Encourage learning and positive behavior at school.



Website Resources

- ☐ DE Child Protection Accountability Commission (CPAC)
<http://courts.delaware.gov/Arms/childadvocate/html/cpac.htm>
- ☐ DE Department of Education (DOE)
http://www.doe.k12.de.us/infosuites/ddoe/aboutdoe/workgroups/school_supportv2.shtml
- ☐ DE Department of Services for Children, Youth and Their Families (DSCYF) <http://kids.delaware.gov/>