



ENROLLING A CHILD FROM OUT-OF-HOME CARE IN SCHOOL

A foster care parent or caseworker may enroll the child if they provide:

- ✓ **Proof of Age of the child:** (Examples include the child's birth certificate, a legal statement by a parent, or old school records).
- ✓ **Immunization Records:** The old school district or a doctor can confirm by telephone that the child is immunized with records to follow.
- ✓ **Proof of Foster Parent's and Child's Residency & Contact Information:** This could be a letter from the Child and Youth agency that the child has been placed with the foster parent, or the foster parent's lease.
- ✓ **Sworn Statement of Child's Disciplinary Record:** If you are unsure, you can say "to the best of my knowledge."

School District cannot require: ANY OTHER RECORDS, including the child's social security number, visa/immigration documents, the reason the child is living with you, the court order concerning the child's placement, or proof that you are the child's guardian.

School district must enroll the child within 5 business days of receiving the required information. A delay in getting old school records, a school's trouble placing the child, or a limited number of days left in the school year are **not** grounds for refusing to enroll the child. The school district cannot refuse to enroll a child based on the child's disciplinary record, except that if a child is *currently* expelled for a *weapons* offense he may be assigned to an alternative placement for the length of the expulsion.

Having Problems??

Step#1: Call the principal and explain the situation.

Step #2: Complain to: School Services Unit, Pa Department of Education, 333 Market Street, Harrisburg, Pa 19126. Phone: (717) 787-4860 or 783-3750, Fax #: (717) 783-6802.

Step#3: Contact your child welfare agency or the Education Law Center for help
(mmcinerney@elc-pa.org)

Click <http://www.elc-pa.org/foster/foster.html> for more detailed information on the education rights of children in the child welfare system.

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