



The Wonderful World of Education

Series #1: School Enrollment and Registration

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

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



*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



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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.



Delaware



Department
of Education

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/>