

Safety of Students in Foster Care

In some cases, the parent(s)/guardian(s) of students in foster care are not permitted to know where the student is living due to safety concerns. Since their rights have not been terminated, they are still permitted to have access to educational information. This document provides recommendations of ways to ensure the safety of the students. LEAs should still review their other policies and practices that may not be covered in this document.

Safety Steps

1. Home Access Center –
 - a. The student’s address should not be visible to the parent/guardian via their HAC access.
 - i. Instructions – see pages 2 & 3
2. eSchool –
 - a. Critical Alert - A critical alert should be added to the student’s eSchool file to alert staff of the safety concern.
 - i. Instructions – see pages 3&4
 - ii. Sample Language – “Do not share information regarding the student’s address with parent (insert parent name).”
3. Printed Information – If the parent/guardian requests or is receiving something in printed form, every effort should be made to remove the student’s address.
 - i. Example – The parent comes in and requests a printed copy of the student’s report card or the end of year report card is being mailed home. The person issuing the report card should remove the student’s address prior to issuing it to the parent. One way this can be done is by printing the report card, whiting out the address and then copying it.
4. Verbal Information – Staff should not confirm, deny or provide information regarding the student’s address via phone or in person.
5. Best Interest Meetings (BIM) – Foster care liaisons should ensure that the student’s address is not on any documentation provided at the meeting.

Update a student's contact to remove the Living With option

After searching and opening the student you are trying to update this for type *contacts* in the quick search and click on *Contacts* in the menu results (Figure 1).

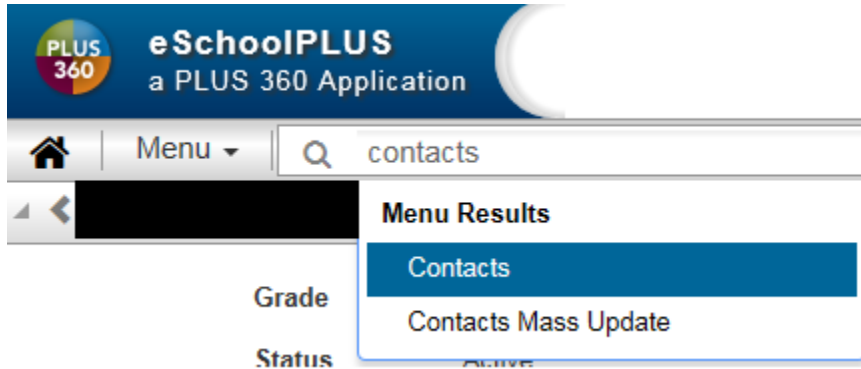


Figure 1

Open the contact that is the parent/guardian that should still have HAC access but not be able to see other address information (Figure 2). Under the **Student/Contact Relationship – Contact Relationship** section, uncheck the **Living With** checkbox.

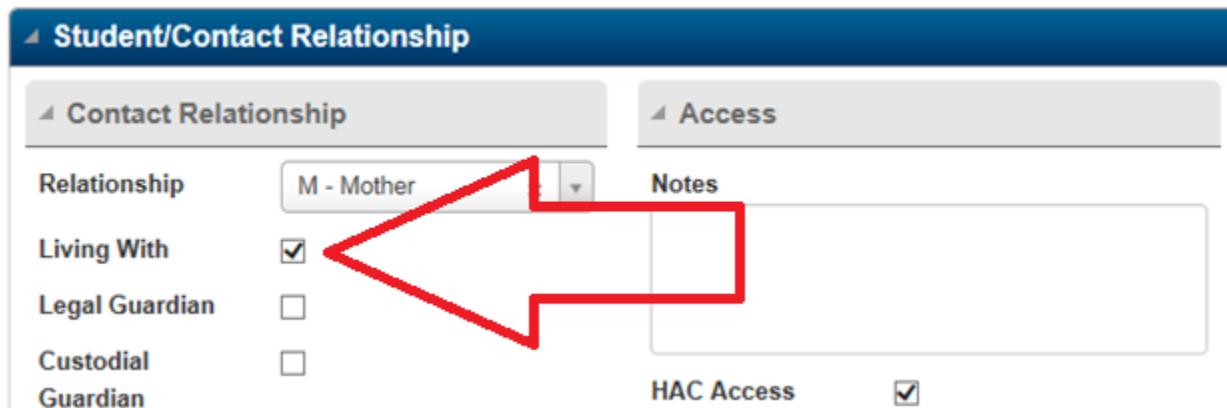


Figure 2

Now when the person logs in to HAC they will only see their address (Figure 3). (Please note: if the transportation information is shown, it may have information that shows where the student resides)

To School							
Days	Description	Bus Number	Bus Route	Stop Number	Stop Time	Stop Description	Shuttle Stop
M, T, W, R, F	No Transportation Scheduled	N/A				N/A	

From School							
Days	Description	Bus Number	Bus Route	Stop Number	Stop Time	Stop Description	Shuttle Stop
M, T, W, R, F	No Transportation Scheduled	N/A				N/A	

Contacts	
Guardian	
Guardian	
Only displays THIS guardian's address information.	

Figure 3

Prior to making this change the guardian could see all of the other contact information as well as the student's address information (Figure 4).

Demographic	
L100000001	

Transportation							
To School							
Days	Description	Bus Number	Bus Route	Stop Number	Stop Time	Stop Description	Shuttle Stop
M, T, W, R, F	No Transportation Scheduled	N/A				N/A	
From School							
Days	Description	Bus Number	Bus Route	Stop Number	Stop Time	Stop Description	Shuttle Stop
M, T, W, R, F	No Transportation Scheduled	N/A				N/A	

Contacts	
Student	
Student Mailing Address	Student Address
Student Address Information	
Guardian	
Guardian	Guardian
Guardian Address Information	

Figure 4

Add a critical alert to a student in eSchoolPLUS

In the upper right of the students information bar, click the speech bubble icon (Figure 5).



Figure 5


On the Student Notes page click the + icon (Figure 6).


Figure 6

In the popup, fill out the fields and select the Alert Type of **C – Critical Alert** (Figure 7). Then click Save.

Add Note
×

Unsaved Changes

Entry Date* 

Entry Time* 

Note Type*

Note

TEST CRITICAL ALERT


Alert Type × ▼


Sensitive Private


←
Save Cancel

Figure 7

This will result in a red alert on each page for that student (Figure 8).


eSchoolPLUS
a PLUS 360 Application


Menu ▼



<
>
ID

Critical Alert - TEST CRITICAL ALERT

Grade	Building
Status	Counselor
Active	

Figure 8