# Educational Responsibilities of Caseworkers Identified in Educational Procedures 314

## School Enrollment and Attendance

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<tr>
<td>School Enrollment (Page 7)</td>
<td>First 2 days: Assist caregiver to enroll student. 3 – 5 days: Enroll student if caregiver cannot. After 5 days: Contact Education Liaison or Advisor</td>
<td>CFS 906, Certified copy of Birth Certificate, Medical Card, ISBE Student Transfer Form, IEP/IFSP if applicable</td>
<td>Within 2 school days.</td>
</tr>
<tr>
<td>Pre-School Screening and Enrollment (Pages 31-32)</td>
<td>All children aged birth-5 for whom the Department is legally responsible shall receive developmental screening and be enrolled in an early childhood education program appropriate to their development.</td>
<td>Document preschool screening on Health Passport and CFS 497. Maintain related records in Education Section of case file.</td>
<td>Developmental screening completed within 45 days of custody. Enrollment ASAP.</td>
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<tr>
<td>School Attendance (Pages 9-10)</td>
<td>Review compulsory attendance laws with caregiver &amp; track attendance/truancy. Attend any truancy hearings. Schedule family and sibling visits when school is not in session.</td>
<td>When meetings during school hours are unavoidable reason must be documented on CFS 492, Case Entry Form.</td>
<td>Each occurrence.</td>
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<tr>
<td>New placement requires change in school district (Page 11)</td>
<td>Determine which school district it would be in the child’s best interests to attend.</td>
<td>If remaining in original district, provide letter stating that child is a ward, new address, and reason for decision to remain in current district.</td>
<td>At time of change of placement.</td>
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## Educational Service Planning

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<tr>
<td>Educational Profile (assessment) (Page 20)</td>
<td>Determine educational needs and ensure supports are provided.</td>
<td>CFS 407-4</td>
<td>Prior to initial ACR.</td>
</tr>
<tr>
<td>Educational Reports (Pages 23, 33, 34 &amp; 35)</td>
<td>Quarterly completion of CFS 407 Education Report Form. Copies to parent, caregiver, and surrogate parent if assigned. Complete and meet at new school to discuss timeline for quarterly completion.</td>
<td>CFS 407</td>
<td>Update quarterly and within 10 days of changing schools.</td>
</tr>
<tr>
<td>Educational Service Planning, Continued</td>
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<tr>
<td>Ongoing Contact (Page 35)</td>
<td>Communicate as needed to ensure working relationship and to anticipate problems. At least twice per year in-person school visits to monitor progress.</td>
<td>Case notes, CFS 407.</td>
<td>Twice per year in person, as needed by phone or other correspondence.</td>
</tr>
<tr>
<td>Annual High School Academic Plan (Pages 15 – 18)</td>
<td>Convene Annual High School Academic Planning Meeting, to include the youth, caregiver, and caseworker’s supervisor. Education advisor must attend if youth does not have enough credits for correct grade classification. Complete Plan to all in attendance at meeting and the school counselor.</td>
<td>CFS 407-HS</td>
<td>Convene at beginning of youth’s freshman year and between August and October of each high school year thereafter.</td>
</tr>
<tr>
<td>Administrative Case Review (Page 36)</td>
<td>Ensuring educational needs are being met and a record of services is maintained.</td>
<td>CFS 407, CFS 407-2, CFS 407-4, CFS 407-HS, CFS 497- Part III, School records.</td>
<td>Caseworker will follow up with recommendations for educational/developmental services.</td>
</tr>
<tr>
<td>School Protection Plans (Pages 14-15)</td>
<td>School-based protection plans are developed in conjunction with school personnel, if appropriate, for children who exhibit sexually aggressive behavior, physically aggressive behaviors, are in danger of flight, or are victims of bullying or sexual harassment, etc.</td>
<td>Document on child’s Safety Plan. Copy to school.</td>
<td>As needed.</td>
</tr>
<tr>
<td>Medical Management Plans (Pages 14-15)</td>
<td>For children taking asthma medication or other forms of medication in school, the requirements in Policy Guide 2002.01 “Case Management Guidelines for Children’s Asthma Management” apply.</td>
<td>Provide written DCFS authorization for the self-administration of medication. Provide a written statement from the child’s primary care physician.</td>
<td>As needed.</td>
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| Educational Records |
|---------------------|-------------------|------------------|-----------------|
| Educational Records Section of Case File (Page 35) | Educational records comprise a separate section of the case record. | Including but not limited to: CFS 407, CFS 407-2, CFS 407-4, CFS 407-HS, IEPs and IFSPs, report cards. | Within 45 Days of custody, update prior to each ACR. |
| School Record Transfers (Page 33) | Ensure school records are accurate and follow student by completing CFS 407 & CFS 407-2 and transferring records. | CFS 407, CFS 407-2 | Within 10 days after school transfer. |

Compiled by NIU Educational Access Project for DCFS, Revised 7-5-2007. This summary is provided solely as a reference tool for the convenience of DCFS and POS Staff. For complete information regarding caseworker responsibilities refer to Policy Transmittal 2007.03, Procedures 314, Educational Services, dated February 27, 2007.
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<td>Suspension &amp; Expulsion (Page 11)</td>
<td>Monitor and record instances on UIR form. For Expulsions, notify DCFS Guardian, Education Advisor and refer to legal services contract.</td>
<td>CFS 119, Unusual Incident Reporting Form. Legal Services Referral Form.</td>
<td>Immediately upon each occurrence.</td>
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<tr>
<td>Consents (Page 13)</td>
<td>Consent signed by guardian/authorized agent when caregiver is not authorized to provide consent.</td>
<td>School consent forms.</td>
<td>Within timeframes to ensure participation.</td>
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<tr>
<td>Notice to biological parents (Page 29)</td>
<td>When goal is return home, provide information regarding school progress and ensure appropriate notices of special education or early childhood education activities/meetings are provided to the child's biological or adoptive parents.</td>
<td>Written notice.</td>
<td>Within 10 days of receipt or sooner to ensure participation (if appropriate).</td>
</tr>
<tr>
<td>Stepping-Down from a Residential Facility (Page 12)</td>
<td>Ensure adequate and timely planning for the receipt of appropriate educational services upon discharge. Actively participate with local education agencies and schools to develop plans to meet the developmental and educational needs of the children and youth.</td>
<td>Share information with the local school district regarding step down timeframes and needs of the child or youth consistent with DCFS Confidentiality procedures.</td>
<td>Provide school district 30 days written notice when child or youth will be &quot;stepping down&quot; from residential care.</td>
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<tr>
<td>Child placed out-of-state (Page 27)</td>
<td>The local school district that last provided at least forty-five (45) days of educational service to the child remains the child's district of residence and is responsible for the cost of special education services until the child is no longer under Department guardianship or until returned to Illinois.</td>
<td>CFS 407-5</td>
<td>CFS 407-5 completed, copy given to responsible school district at time of change in placement.</td>
</tr>
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