Enrolling Foster Children in School

Children and youth for whom the Department is legally responsible are expected to be enrolled in school or training programs until they graduate, reach age 18 or reach age 21 if they are receiving special education services. In general, caregivers will enroll foster children with the help of the caseworker. If the caregiver indicates a problem with enrolling the child in school within two school days of placement, the caseworker shall provide assistance to get the child enrolled. If enrollment is not forthcoming by the fifth school day, the caseworker shall contact the regional education advisor for assistance.

Documents Required for Enrollment:
- Placement Form (CFS 906)
- Copy of medical card
- ISBE Student Transfer Form (ISBE 33-78)
- Proof of vaccinations (due by October 15, or 30 days from enrollment)
- Certified copy of Birth Certificate (due 30 days from enrollment)
- Copy (if available) of IEP / IFSP (missing IEP copy cannot deny or delay enrollment)

Establishing Child Identity
The Illinois Missing Children Records Act (325 ILCS 50/) requires submission of a certified copy of a child’s birth certificate upon 30 days of enrollment. If a certified copy is not obtainable, the Missing Children Records Act allows provision of alternate identification (passport, visa, governmental identification). If alternative identification is not available, the caseworker may also provide a signed and notarized affidavit explaining the inability to produce a certified copy of the birth certificate.

Recommended Policies / Information to Obtain at Enrollment
- Student Handbook
- Discipline policy
- Fee Policy
- School contact information
- School calendar
- Provide caregiver, caseworker, supervisor, education liaison/advisor contact information to school