

BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 4.13	SUBJECT: EDUCATIONAL RECORDS FOR CHILD IN CUSTODY
OAC : 5101:2-38-08, 2-33-23 Every Student Succeeds Act (ESSA)	EFFECTIVE DATE: 7/22/03
	REVISION DATE: 4/08, 12/17
	REVIEW DATE: 9/04, 11/05, 1/07, 4/08, 9/09, 12/17

PURPOSE: To ensure that educational information regarding a child, who is in the custody of the Butler County Children Services will be documented in the child's case record.

POLICY: The agency shall request educational records for children in the temporary or permanent custody of the agency and the information shall be entered into SACWIS. The JFS 1443 "Childs Education and Health Information" form shall be completed and distributed per 5101:2-38-08

PROCEDURE:

1. The assigned caseworker will make a written request of the child's school for the current school year records of the child within five (5) school days of the child's placement in care. If a child enters care during the summer school break, the worker shall request the child's prior year school record. Thereafter, caseworkers shall request and maintain current educational records, updating the child's record at a minimum of two times per school year.
2. For children with an open agency case who are not in agency custody, workers shall request the custodian sign a release of information to permit the agency to obtain the child's current school year records if educational neglect is suspected to be an issue for the family
3. The assigned caseworker may request the custodian sign a release to permit the agency to obtain the child's educational records for any child not in agency care for any other reason related to the provision of services for the child or family.
4. The Education and Health Information form will also contain current medical information (JFS1443).
5. The agency will maintain a record of a child's educational and health care as a distinct part of the case record. (See policy 4.12 Medical Records for Children in Care)
6. The assigned caseworker is responsible for entering the educational information in the child's person record. The assigned caseworker must generate the Education and Health Information form (JFS 1443) and provide a copy to the parents, guardians, or custodian during each

semiannual administrative review (SAR). A substitute caregiver shall have access to all educational information to provide daily care for the child.

12-15-17

APPROVAL DATE:

A handwritten signature in blue ink, appearing to read "William Morrison".

William Morrison, Executive Director