

SCHOOL NOTIFICATION AND EDUCATION RECORDS RELEASE

Michigan Department of Health and Human Services

Instructions: Foster care staff must send this form to the school district foster care liaison to notify the school of any change in home or school placement, any change in case worker, and at time of case closure. It also serves as a records release form, for the purpose of new school enrollment or case planning.

Today's Date	Student Name	
Legal Status	Student Date of Birth	MiSACWIS Person ID
Agency/County	Assigned Case Worker	
Case Worker Phone	Case Worker Email	
Education Planner Name (if applicable)	Education Planner Phone/Email	

This form is being sent to you for the following purpose(s) (check all that apply).

- This serves as notice that the above-named student is placed by the court in the care and supervision of the Michigan Department of Health and Human Services in the home of:

Phone: _____

Placement Type: _____

Placement Date: _____

- It has been found in the best interest of the above-named student to change schools and information is being requested for the purpose of expedited enrollment.

School the student was attending prior to this placement change:

School Name: _____

Address: _____

Foster Care Liaison Name: _____

Phone/Email: _____

School the student will now be attending:

School Name: _____

Address: _____

Foster Care Liaison Name: _____

Phone/Email: _____

- Foster care case has closed.
- Foster care case worker change. This serves as notification that a new foster care worker has been assigned (see above listed case worker).
- The above-named student does not have a school change but information is being requested for the purpose of case planning and court reporting. Please send the following information to the above-named case worker and/or education planner.

The following records are hereby requested:

- | | |
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| <input type="checkbox"/> Ongoing transcripts and report cards | <input type="checkbox"/> Discipline records, if applicable |
| <input type="checkbox"/> Test data/standardized test scores | <input type="checkbox"/> Immunization records |
| <input type="checkbox"/> English Language (ELL) test score (if applicable) | <input type="checkbox"/> Health/medical records |
| <input type="checkbox"/> List of courses and grades at time of withdrawal | <input type="checkbox"/> Sport physical documentation |
| <input type="checkbox"/> Ongoing attendance records | <input type="checkbox"/> Psychological records |
| <input type="checkbox"/> IEP (Individual Education Plan) if applicable | <input type="checkbox"/> Copy of birth certificate |
| <input type="checkbox"/> 504 Plan (if applicable) | <input type="checkbox"/> Multi-Disciplinary Evaluation Team information |
| <input type="checkbox"/> Surrogate parent contact information | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Most recent Behavior Intervention Plan | |

- According to federal legislation of the Fostering Connections Act and the Every Student Succeeds Act, this student must be enrolled immediately in school, even if required documentation is not readily available.
- Please contact the foster care staff to discuss the student's academic need, school problems/concerns, and any issues regarding attendance or the student's performance.
- Foster care staff will be able to share with school staff any information around court ordered visitation and who can and cannot have contact with the student.

Case Worker/Education Planner Name	Signature	Date

The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, genetic information, sex, sexual orientation, gender identity or expression, political beliefs or disability.