Exemplar Procedures for Students in Foster Care

Best Interest Determination and Transportation

Revised October 2022

The Every Student Succeeds Act (ESSA) contains key foster child welfare protections designed to promote school stability, student success, and collaboration between local education agencies (LEAs) and child welfare agencies. ESEA § 1111(g)(1)(I)(i) requires that each state agency, in collaboration with the state child welfare agency, ensures that students entering foster care or experiencing a change in foster care placement remain in their school of origin unless it is determined to be in their best interest to leave the school of origin. The purpose of this document is to provide an exemplary template for LEAs to design policies and procedures for youth in foster care. This document has been created in collaboration with the Department of Children’s Services (DCS).

**Note:** While this document is intended as a guideline, LEAs may amend the transportation agreement, as needed, to effectively collaborate with DCS and meet the unique needs of the LEA.

**Definitions**

***Foster Care*** is defined as 24-hour substitute care for children placed away from their parents or guardians for whom the child welfare agency has placement and care responsibility.

***School of origin*** is the school in which a child is enrolled at the time of placement in foster care. If a child’s foster care placement changes, the school of origin would then be considered the school in which the child was enrolled at the time of the placement change.

**Notification Process (revised July 2022)**

Upon a student coming into custody or upon a student changing placement while in custody, the DCS Child and Family Team (CFT) will discuss educational stability and a preliminary recommendation regarding school placement. If there is no safety concern, and the DCS team believes the student should remain in the school of origin, notification to the LEA will be made in the following manner:

* The DCS Family Service Worker (FSW) will provide a completed Education Passport with a completed School Notification form.

Should the LEA be presented with an incomplete Education Passport or should DCS attempt to withdraw or enroll a student without an Education Passport, an immediate determination is not required. The LEA may ask for additional information to determine appropriate next steps; however, determinations by the LEA shall be made in a reasonable timeframe to prevent barriers to enrollment.

**Best Interest Determination (BID) Process**

Once notification has been made, the LEA, in collaboration with DCS, will schedule a best interest determination team meeting within **5 school days**. The meeting must include:

* The DCS point of contact;
* The LEA point of contact (or their designee);
* The educational decision maker for the child or youth;
* The school principal (or their designee); and
* Any other key partners for decision-making.

At this meeting, the **Best Interest Determination** **Form** will be completed.

If the team decides it is in the best interest of the student to remain in the school of origin, then the student will continue enrollment in the school of origin. Transportation to the school of origin must then be discussed by the team (reference the **Transportation to School of Origin Form**).

If the team decides it is **not** in the best interest of the student to remain in the school of origin, DCS will immediately enroll the student in the new school.

Best Interest Determination Form

**Student Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School System: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **School of Origin: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **DOB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Age: \_\_\_\_\_\_\_\_\_\_\_** | **Gender: \_\_\_\_\_** | **Grade: \_\_\_\_\_** |
| **IDEA/504/EL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Primary Contact (Title/Name/Number): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **Emergency Phone Contact (Title/Name/Number): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | |
| **Foster Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **Cell #: \_\_\_\_\_\_\_\_\_\_\_\_\_** | **Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |

1. **Determination:  Mark either the school of origin or the school of zone for each.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Consideration Item** | **School Of Origin** | **School of Zone** | **Evidence/Comments** |
| Preference of Youth/Child |  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Preference of Education Decision Maker |  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Child or Youth’s attachment to school |  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Placement of Siblings |  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Educational & social-emotional needs |  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| IDEA or 504 needs & supports |  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Existing services (Homeless, EL, pre-K, sports, etc.) |  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Special Academic Needs (EL, etc.) |  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Time in route |  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Other: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Final Determination**

|  |  |  |  |
| --- | --- | --- | --- |
| **The student will attend:** | School of Origin | School of Zone | Undecided:  *Refer to the dispute resolution team* |
| Explanation for decision: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | Transportation Needed: |
| School: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | School Address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | School Hours: **\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Pick up address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | Drop off address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

1. **Signatures**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** | **Role** | **Date** | **Contact Information** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | DCS Point of Contact | **Enter Date** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | LEA Point of Contact or Designee | **Enter Date** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Educational Decision Maker | **Enter Date** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | School Principal or Designee | **Enter Date** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | DCS Case Worker | **Enter Date** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Other (DCS or LEA) | **Enter Date** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Other (DCS or LEA) | **Enter Date** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Additional Considerations**

1. If a student exits foster care during the school year, the LEA should allow them to remain in the school of origin at least through the end of the academic year.

2. An LEA must ensure that students remain in their school of origin while any dispute is being resolved.

3. Methods of transportation and related costs are **not** to be considered when determining the best interest.

Exemplar Procedures for Students in Foster Care

Transportation

DCS will collaborate with the LEA to ensure that children in foster care needing transportation to the school of origin will promptly receive transportation **within 5 days** of the BID meeting in a cost-effective manner and in accordance with § 475(4)(A) of the Social Security Act [42 U.S.C. 675(4)(A)]. If there are additional costs incurred in providing transportation to the school of origin for children in foster care, ESSA specifies that the LEA will provide transportation **if**:

* The child welfare agency agrees to reimburse the LEA for the cost of such transportation\*;
* The LEA agrees to pay the cost of such transportation; or
* The LEA and the child welfare agency agree to share the cost of such transportation\*.

Transportation needs and possible costs for a student in foster care will be documented on the **Transportation to the School of Origin** form.

DCS will provide transportation during the **5 school days** from the time of notification the until the BID meeting is held, and for up to **5 additional school days** after the BID meeting if the school system needs to make transportation arrangements to keep the student in the school origin.

ESSA mandates school stability and transportation necessary to ensure school stability until students exit foster care. Federal guidance strongly urges states to extend these rights until the end of the school year in which the student exits foster care.

**Note:** Additional costs are defined as the difference between what an LEA otherwise would spend to transport a student to his or her assigned school and the cost of transporting a student in foster care to his or her school of origin. DCS representatives (including education specialists) do not have the authority to approve expenditures for transportation. In keeping with DCS policy, any transportation plan proposed that may include costs to DCS must be approved by the Regional Administrator or designee. Per the “Non-Regulatory Guidance: Ensuring Educational Stability for Children in Foster Care” (2016) by the U.S. Departments of Education and Health and Human Services, “the child welfare agency is responsible for any additional or extraordinary costs of the transportation and must maximize federal reimbursements under Title IV-E. The child welfare agency and school must consider cost-effective, reliable, and safe transportation options.”

Transportation to School of Origin Form

**Student Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School System: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **School of Origin: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **DOB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Age: \_\_\_\_\_\_\_\_\_\_\_** | **Gender: \_\_\_\_\_** | **Grade: \_\_\_\_\_** |
| **IDEA/504/EL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Primary Contact (Title/Name/Number): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **Emergency Phone Contact (Title/Name/Number): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | |
| **Foster Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **Cell #: \_\_\_\_\_\_\_\_\_\_\_\_\_** | **Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |

1. **General Information**

If the student will attend the school of origin, does he or she need transportation other than the regular bus route?  Yes  No

**Note:** For students remaining in the school origin, the county school system must provide transportation within 5 school days of the BID meeting when minimal or no “additional costs” are involved.

During the BID (5 school days) and the development of the LEA’s permanent transportation plan (5 school days), DCS will provide transportation to the school of origin for the student if there are additional costs to the LEA and/or permanent arrangements that need to be made. DCS is responsible for transportation for a maximum of 10 school days.

If there are additional costs\*, ESSA specifies that the county school system will provide transportation **if**:

* The child welfare agency agrees to reimburse the district for the cost of such transportation;
* The LEA agrees to pay the cost of such transportation; or
* The LEA and the child welfare agency agree to share the cost of such transportation.

1. **Transportation Services to be Provided**

1. Interim transportation to the school of origin during the best interest determination and the development of the permanent transportation plan will be provided in the following manner:

­­­­­­

|  |
| --- |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

2. Permanent transportation for the student to the school of origin will be provided in the following manner:

|  |  |
| --- | --- |
| The LEA will provide transportation. | DCS will provide transportation. |
| The LEA and DCS will both provide transportation. | Other: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

3. Duration of time the student will require transportation services:

|  |
| --- |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

4. If the LEA incurs additional costs\*, they will be paid by:

|  |  |
| --- | --- |
| The LEA | DCS |
| The LEA and DCS will share costs. | Undecided:  *Refer to the dispute resolution team* |
| Comments: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

**Note:** If cost-sharing has been agreed upon, please note the details here:

|  |  |
| --- | --- |
| LEA Responsibilities (amount, timeline, duration): | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| DCS Responsibilities (amount, timeline, duration): | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

1. **Signatures**

|  |  |  |
| --- | --- | --- |
| **Signature** | **Role** | **Date** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | DCS Regional Administrator or Designee | **Enter Date** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | LEA Point of Contact or Designee | **Enter Date** |

\*For School Systems: Additional costs are defined as the difference between what an LEA otherwise would spend to transport a student to his or her assigned school, and the cost of transporting a child in foster care student to his or her school of origin. Federal guidance permits the use of Title I funds, IDEA funds if the student has an IEP, or McKinney-Vento Funds if the child qualifies under that act. For DCS, Title IV-E maintenance dollars may be used to fund transportation.

Exemplar Procedures for Students in Foster Care

Dispute Resolution for Best Interest and/or Transportation

**Dispute Resolution**

If there is a dispute regarding the best interest determination or the payment for additional costs for transportation, the dispute resolution team will meet. Members of the LEA and DCS will be included in the discussion.

*Dispute Resolution Team Members:*

* DCS Director of Education
* DCS Point of Contact
* DCS Central Office Consultant
* LEA Foster Care Point of Contact (or designee)
* Other LEA Team Members (2)

**Note:** Other suggested LEA team members may include the LEA transportation director (or designee), social worker, counselor, nurse, special education personnel, or any other representative with knowledge of the student or students in foster care.

A **Dispute Resolution Process — Best Interest Determination** form and/or a **Dispute Resolution Process — Transportation** form should be completed at the meeting.

Dispute Resolution Process—Best Interest Determination

**Student Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School System: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **School of Origin: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **DOB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Age: \_\_\_\_\_\_\_\_\_\_\_** | **Gender: \_\_\_\_\_** | **Grade: \_\_\_\_\_** |
| **IDEA/504/EL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Primary Contact (Title/Name/Number): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **Emergency Phone Contact (Title/Name/Number): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | |
| **Foster Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **Cell #: \_\_\_\_\_\_\_\_\_\_\_\_\_** | **Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |

The LEA Point of Contact and the DCS Point of Contact will notify the dispute resolution team members of their respective agencies within **two** school days of a referral. The dispute resolution team will meet within **two** school days of the notification. Meetings may take place in person, virtually, or via phone.

DCS has agreed to provide transportation for a maximum of **10 school days** during the BID and during pending arrangements by the LEA for transportation. If the 10-school-day limit has not been met, DCS will provide transportation to the school of origin until the time limit expires. The LEA will then provide transportation to the school of origin until the dispute is settled.

Team Members from DCS will include the DCS Director of Education, the DCS Point of Contact, the DCS Central Office Consultant, the LEA Point of Contact, and other members selected by the LEA.

1. **LEA Concerns**

|  |
| --- |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

1. **DCS Concerns**

|  |
| --- |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

1. **The Team’s Final Decision:**

|  |  |  |
| --- | --- | --- |
| The student will attend: | School of Origin | School of Zone |
| Comments/Special Conditions:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

1. **Signatures**

|  |  |  |
| --- | --- | --- |
| **Signature** | **Role** | **Date** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | DCS Director of Education | **Enter Date** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | DCS Point of Contact | **Enter Date** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | DCS Central Office Consultant | **Enter Date** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | LEA Point of Contact | **Enter Date** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Other LEA Team Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Enter Date** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Other LEA Team Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Enter Date** |

Dispute Resolution Process—Transportation

**Student Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School System: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **School of Origin: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **DOB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Age: \_\_\_\_\_\_\_\_\_\_\_** | **Gender: \_\_\_\_\_** | **Grade: \_\_\_\_\_** |
| **IDEA/504/EL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Primary Contact (Title/Name/Number): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **Emergency Phone Contact (Title/Name/Number): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | |
| **Foster Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **Cell #: \_\_\_\_\_\_\_\_\_\_\_\_\_** | **Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |

The LEA Point of Contact and the DCS Point of Contact will notify the dispute resolution team members of their respective agencies within **two** school days of a referral. The dispute resolution team will meet within **two** school days of the notification. Meetings may take place in person, virtually, or via phone.

DCS has agreed to provide transportation for a maximum of **10 school days** during the BID and during pending arrangements by the LEA for transportation. If the 10 school day limit has not been met, DCS will provide transportation to the school of origin during the dispute resolution until the 10 school day time limit expires. The LEA will then provide transportation to the school of origin until the dispute is settled.

1. **LEA Concerns**

|  |
| --- |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

1. **DCS Concerns**

|  |
| --- |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

1. **The Team’s Final Decision**

Permanent transportation for the student to the school of origin will be provided in the following manner:

|  |  |
| --- | --- |
| The LEA will provide transportation. | DCS will provide transportation. |
| The LEA and DCS will both provide transportation. | Other: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Duration of time the student will require transportation services:

|  |
| --- |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

If the LEA incurs additional costs\*, they will be paid by:

|  |  |
| --- | --- |
| The LEA | DCS |
| The LEA and DCS will share costs. |  |
| Comments/Special Conditions:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

1. **Signatures**

|  |  |  |
| --- | --- | --- |
| **Signature** | **Role** | **Date** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | DCS Director of Education | **Enter Date** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | DCS Point of Contact | **Enter Date** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | DCS Central Office Consultant | **Enter Date** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | LEA Point of Contact | **Enter Date** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Other LEA Team Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Enter Date** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Other LEA Team Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Enter Date** |

\*For School Systems: Additional costs are defined as the difference between what an LEA otherwise would spend to transport a student to his or her assigned school, and the cost of transporting a child in foster care student to his or her school of origin. Federal guidance permits the use of Title I funds, IDEA funds if the student has an IEP, or McKinney-Vento Funds if the child qualifies under that act. For DCS, Title IV-E maintenance dollars may be used to fund transportation.