

POLICY

Queen Anne's County Public Schools

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POLICY TITLE: Transfer of Educational Records//Children In State Supervised Care	
ADOPTION/EFFECTIVE DATE: May 05, 2010	
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students Amendments	

A. Purpose

The purpose of this policy is to facilitate prompt enrollment of children in State- Supervised Care and the prompt transfer of the educational records of children in State-Supervised Care.

B. Policy Statement

It is the policy of Queen Anne's County Public Schools to create a process and to facilitate the enrollment of children in State-Supervised Care. It is also the policy of the Queen Anne's County Public Schools to promptly transfer school records.

C. Rationale

Children in State Supervised-Care benefit by expedient enrollment, without barriers, into the local school serving their residence.

D. Definition

"Child in State-Supervised Care" means a child who is in the custody of, committed to, or otherwise placed by a *placement agency*.

E. Implementation

1. Prior to or concurrent with the placement of a child in State-Supervised Care, the placement agency responsible for the child in State-Supervised Care, or agency designee shall provide notice to a receiving school regarding enrollment of the child.
2. Within 2 school days after receiving notice the receiving Queen Anne's School will inform the sending school of the enrollment.

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3. Request in writing, the educational records from the sending school.
4. Provide a copy of the request to the responsible adult acting on behalf of the child or the children.

5. Inform the responsible adult acting on behalf of the child, or the children, of the rights conferred by this policy.

6. Sending Queen Anne's County School – after receiving notice the school shall:
 - a. Inform the receiving school orally of the grade level when last enrolled and the school status.
 - b. Within 3 school days following receipt of notice from the receiving schools. Send by mail or transmit electronically a copy of:
 - i. A completed withdrawal or transfer record
 - ii. The academic records
 - iii. The immunization record
 - iv. If applicable, the IEP or 504 Plan.
 - c. The placing agency or Queen Anne's County School employee may hand carry the documents .

7. Dispute Resolution Process
 - a. The student or adult acting on behalf of the child may appeal an enrollment decision made by the Supervisor of Student Services, to the Superintendent of Schools. The appeal must be made in writing.
 - b. During the appeal process the child in State-Supervised Care should remain enrolled in the receiving Queen Anne's County school.
 - c. During the appeal process the child in State-Supervised Care should be provided appropriate educational services.

F. Administrative Regulations

The Superintendent shall develop Administrative Regulations to implement the "Transfer of Educational Records/Children in State-Supervised Care Policy".

Reference:

Annotated Code of Maryland, Education Article § 8-501 through § 8-506

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QUEEN ANNE'S COUNTY PUBLIC SCHOOLS
APPLICATION TO ENROLL A NON-RESIDENT STUDENT
FOSTER CARE PLACEMENT

School Year _____

Requested School _____

Name of Child _____

Date of Birth _____ Age _____ Grade _____ Special Ed Yes No

Name of Last School Attended _____

Address of Last School Attended _____

Attached: MD Transfer form IEP (if applicable) Court Order

Name of Mother _____ Phone _____

Address _____

County of Residence _____ Rights terminated Yes No

Name of Father _____ Phone _____

Address _____

County of Residence _____ Rights terminated Yes No

Placing Agency _____ Worker _____

Address _____

Phone _____ Fax _____ Other Phone _____

Foster Parent _____

Address _____

Phone _____ Other Phone _____ Willing to be Surrogate

I am applying for the above named child to attend a Queen Anne's County Public School while in Foster Placement with a boni fide Queen Anne's County resident.

Signature of Placing Agency Designee

Date

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Out-of-County Living Arrangement - Approved with Tuition

Supervisor of Student Services

Date