



Foster Care Procedures

1. Registrar will obtain Birth Certificate and Immunization Records
 - 1.1. If birth certificate is not available, then DFS Guardianship Letter of Appointment must be obtained and the birth date of the child on the form must be cross checked and matched with the birth date on the immunizations.
2. Record information about biological/natural parents, DFS contact, appointed physical guardian, and possible educational surrogate parent in the cumulative folder.
 - 2.1. Minimum 3 points of contact
3. Enter all contact information into SASI on the student atom page.
4. After information has been entered into SASI, the Office Manager will review that all documentation has been received and is in the student's cumulative file.
5. EKA must obtain previous educational records, and have the Special Education Facilitator review and check for IEP or 504 mandates already in place.
 - 5.1. If there are mandates already in place, and natural parents cannot be located, then DFS must be contacted to appoint an Educational Surrogate Parent.
 - 5.2. If Educational Surrogate is already in place, they must be notified so they can represent the child in future meetings regarding the students education and special needs.