**ALL students in foster care with placements in a Relative or Non-relative Foster Parent(s)/Caregiver(s) home in your school zone may be enrolled immediately.**

Documentation for enrollment is usually readily available.

1. Notify the District Contact for students in foster care that the student has been enrolled, or if there are any questions regarding enrollment.
2. Inquire if the student has a Department of Juvenile Justice **FACE Sheet**. If yes, notify the District Contact immediately.
3. Please confirm if the student has an IEP, EP or 504 Plan, or is ELL. Notify the District Contact for foster care immediately and inform the ESE or ELL departments/district contacts respectively.
4. Go to the Classified tab in FOCUS and indicate that the student is in Foster Care by checking “yes” for “Leon DCF”.

**ALL students in foster care with placements in FOSTER GROUP HOMES enrolling in Leon County Schools should immediately contact the District Contact for Foster Care.**

This includes students from within the LCS district AND from outside the LCS district. This process is used to help pull documents from multi sources to ascertain student placement.

1. Inquire/Research if there was an ESSA call for the student and if all required paperwork for enrollment has been attained.
2. Inquire if the student has an IEP, EP or 504 Plan or is ELL. If yes, contact ESE to start the telephone verification process for IEP, EP or 504 Plans. For ELL students, contact the ESOL Department.
3. Inquire if the student has a Department of Juvenile Justice **FACE Sheet**. If yes, request a copy to be reviewed by DJJ Transition Specialist for any possible red flags and to help determine school placement.
4. The District will approve school enrollmentand notify the School Contacts.
5. When approval is received for enrollment, the registrar will go to the Classified tab in FOCUS and indicate that the student is in Foster Care by checking “yes” for “Leon DCF”.

**NOTE:** To ensure immediate enrollment of students in foster care and be compliant with ESSA, it is imperative that upon notice of the student enrolling, communication with all departments take place in a timely fashion. We will work collectively to make sure that the student is in the right environment to meet his/her needs.