



ENROLLING A CHILD FROM OUT-OF-HOME CARE IN SCHOOL

IMPORTANT: ELC's publications are intended to give you a general idea of the law. However, each situation is different. If, after reading our publications, you have questions about how the law applies to your particular situation, contact us for a referral, or contact an attorney of your choice.

A foster care parent or caseworker may enroll the child if they provide:

- ✓ **Proof of Age of the child:** (Examples include the child's birth certificate, a legal statement by a parent, or old school records).
- ✓ **Immunization Records:** The old school district or a doctor can confirm by telephone that the child is immunized with records to follow.
- ✓ **Proof of Foster Parent's and Child's Residency & Contact Information:** This could be a letter from the Child and Youth agency that the child has been placed with the foster parent, or the foster parent's lease.
- ✓ **Sworn Statement of Child's Disciplinary Record:** If you are unsure about the child's disciplinary record, you can say "to the best of my knowledge."

School District cannot require: ANY OTHER RECORDS, including the child's social security number, visa/immigration documents, the reason the child is living with you, the court order concerning the child's placement, or proof that you are the child's guardian.

School district **must enroll the child within 5 business days** of receiving the required information. A delay in getting old school records, a school's trouble placing the child, or a limited number of days left in the school year are **not** grounds for refusing to enroll the child. The school district **cannot** refuse to enroll a child based on the child's disciplinary record, except that, if a child under age 17 is *currently* expelled for a *weapons* offense, he may be assigned to an alternative placement for the length of the expulsion.

Having Problems??

Step#1: Call the principal and explain the situation.

Step #2: Complain to: School Services, Pennsylvania Department of Education, 333 Market Street, 5th Floor, Harrisburg, PA 19126. Phone: (717) 787-4860, Fax #: (717) 214-4389.

Step#3: Contact your child welfare agency or the Education Law Center for help (mmcinerney@elc-pa.org)

Click <http://www.elc-pa.org/foster/foster.html> for more detailed information on the education rights of children in the child welfare system.

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(215) 238-6970
www.elc-pa.org