North Carolina Foster Care Education Program

PUBLIC SCHOOLS OF NORTH CAROLINA
State Board of Education | Department of Public Instruction

Data Collection & Documentation Best Practices

The local education agency (LEA) or charter school foster care point of contact (POC), may use any data collection system that accurately and effectively records required information for students in foster care. Each school district may require additional data to be collected. Likewise, the POC may choose to collect additional data.

It is anticipated that students in foster care will be identified in PowerSchool beginning in Spring 2024. Collecting the recommended information below will assist POCs in ensuring accurate data entry in PowerSchool, completing the required End-of-Year Report, and complying with the mandates of the Every Student Succeeds Act (ESSA).

1) Foster Care Tracking Tool

   a. NCDPI has developed a sample foster care tracking spreadsheet that is available for your use.
   b. If the POC determines another process for collecting data on students in foster care should be used, the following elements are recommended to be included in the method:

   - Student Full Name as listed in PowerSchool
   - Student PowerSchool Identification Number
   - School Name
   - Current Grade Level
   - Date Enrolled
   - Individualized Education Plan (IEP)/504 Plan/English Language Learner (ELL) (yes or no)
   - Department of Social Services County of Custody
   - Best Interest Determination (BID) meeting occurred (yes or no)
   - Student remained in school or origin (yes or no)
   - Dispute regarding BID outcome or transportation (yes or no). If yes, provide a description of the dispute.
   - Student transported outside of attendance zone (yes or no)
   - Additional transportation costs incurred (yes or no). The LEA transportation department will provide the POC with the amount of additional transportation costs annually.

2) Documents to be collected from the Department of Social Services (DSS):

   ☐ DSS 5135 – Foster Care Immediate Enrollment Form
   ☐ DSS 5133 – Foster Care Notification of Placement
   ☐ DSS 5760 – Verification of Custody
   ☐ DSS 5137 – BID Form, **or;**
   ☐ DSS 5137(a) – BID Override Form

3) Additional documents for review, if applicable, may include:

   ☐ Transcripts and/or current schedule
   ☐ Current grades or report card
   ☐ Psychiatric Residential Treatment Facility (PRTF) Discharge Summary
   ☐ IEP, 504, ELL, or other accommodations

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Resources on Data Collection

American Bar Association Legal Center for Foster Care & Education Data Points. (July 2020). *Foster Care & Education Data Points.* https://static1.squarespace.com/static/63dcf65b8d0c56709027332e/t/642477f7403e204bed61df17/1680111607477/Data_Points.Article1.aug4.FINAL.pdf

American Bar Association Legal Center for Foster Care & Education. (January 2022). *Key Federal Laws: Supporting Students in Foster Care.* https://static1.squarespace.com/static/63dcf65b8d0c56709027332e/t/6454f8b7ab078a76778f58c3/1683290296143/Federal+Education+Laws+and+Policies+final.pdf

U.S. Department of Education. (2016). *Non-Regulatory Guidance: Ensuring Educational Stability for Children in Foster Care.* https://oese.ed.gov/files/2020/09/Non-Regulatory-Guidance_06-23-2016.pdf

U.S. Department of Education. (2016). *Every Student Succeeds Act (ESSA).* https://www.ed.gov/essa?src=rn