

# North Carolina Foster Care Education Program



## Best Practices for Foster Care Data Collection and Documentation

The local education agency (LEA) foster care point of contact (POC) should develop an internal data collection process that accurately and effectively records required information for students in foster care. Each LEA may require additional data to be collected. Likewise, the POC may choose to collect additional data. The North Carolina Foster Care Education Program (NCFCEP) has developed a sample tracking spreadsheet that is available for your use.

All students in foster care must be identified in Infinite Campus (IC) beginning with the 2025-2026 school year. Collecting the recommended information below will assist POCs in ensuring accurate data entry in IC, completing the required End-of-Year Report, and complying with the mandates of the Every Student Succeeds Act (ESSA).

### Relevant Data and Documentation

1. Demographic Information
  - a. Student's full name as listed in IC<sup>1</sup>
  - b. Student's IC identification number
  - c. Current grade level
  - d. Transcripts, grades, current schedule
  - e. Enrollment date
  - f. IEP, 504 Plan, or other accommodation plan
  - g. Best interest decision (BID) meeting date and relevant information
  - h. School of origin
  - i. BID school selection decision
  - j. Transportation information (if requested) and MOU/transportation agreement
  - k. Dispute resolution details (if applicable)
  - l. Support services provided and overall plan for follow-up
2. Documents Collected by Division of Social Services (available on NCFCEP website)
  - a. DSS 5135 – Foster Care Immediate Enrollment Form
  - b. DSS 5133 – Foster Care Notification of Placement Form
  - c. DSS 5760 – Verification of Custody Form
  - d. DSS 5137 – BID Meeting Form
  - e. DSS 5137(a) – BID Override Form
3. Additional Documents (if applicable)
  - a. Psychiatric Residential Treatment Facility Discharge Summary
  - b. LEA plan for credit recovery/accrual
  - c. Documents for higher education access
  - d. Other relevant information

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<sup>1</sup> For IC instructions on entering a foster care record, visit the NCFCEP website.  
<https://ncfcep.uncg.edu/local-points-of-contact/>

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## Additional Resources

[American Bar Association Legal Center for Foster Care & Education Data and Information Sharing \(2023\).](#)

[U.S. Department of Education. \(2024\). \*Non-Regulatory Guidance: Ensuring Educational Stability for Children in Foster Care.\*](#)

[U.S. Department of Education. \(2016\). \*Every Student Succeeds Act \(ESSA\).\*](#)