

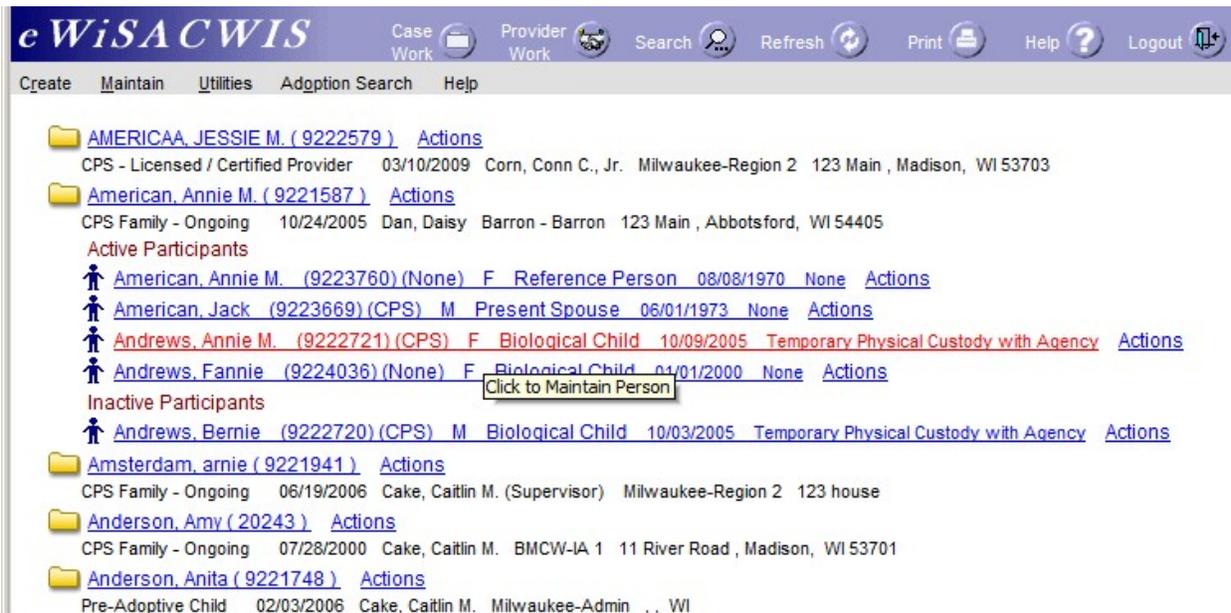
# Education Passport Quick Reference Guide for eWiSACWIS

## Education Record

1. From the desktop, there are two ways to access the Person Management page:
  - a. The first is to select the Participant View checkbox:



Then expand your case and select the participant to open the Person Management page:



b. The second is to click on the case name to open the Maintain Case page:

The screenshot shows the eWiSACWIS main menu. At the top, there are navigation icons for Case Work, Provider Work, Search, Refresh, Print, and Help. Below these are menu options: Create, Maintain, Utilities, Adoption Search, and Help. The main content area displays a list of cases, each with a folder icon, a case name, and an 'Actions' link. A mouse cursor is hovering over the 'Actions' link for the case 'Amsterdam, arnie (92219417)'. The cases listed are:

- Altman, Simon (9220003) Actions: CPS Family - Ongoing 12/10/2001 Clark, Supervisor BMCW-Admin 33 Marion Ave. , Madison, WI 53705
- AMERICA, JESSIE M. (9222579) Actions: CPS - Licensed / Certified Provider 03/10/2009 Corn, Conn C., Jr. Milwaukee-Region 2 123 Main , Madison, WI 53703
- American, Annie M. (9221587) Actions: CPS Family - Ongoing 10/24/2005 Dan, Daisy Barron - Barron 123 Main , Abbotsford, WI 54405
- Amsterdam, arnie (92219417) Actions: CPS Family - Ongoing 06/19/2006 Cake, Caitlin M. (Supervisor) Milwaukee-Region 2 123 house
- Anderson, Amy (20243) Actions: CPS Family - Ongoing 07/28/2000 Cake, Caitlin M. BMCW-IA 1 11 River Road , Madison, WI 53701
- Anderson, Anita (9221748) Actions: Pre-Adoptive Child 02/03/2006 Cake, Caitlin M. Milwaukee-Admin , WI

Click on the name of the participant in the Active Participants group box to open the Person Management page:

The screenshot shows the 'Maintain Case - ID: 9221587' page in a Windows Internet Explorer browser. The page title is 'eWiSACWIS'. The main content area is titled 'Case: 9221587' and contains the following information:

Name: American, Annie M. Case Type: CPS Family - Ongoing Status: Open 10/24/2005  
 County: Barron Site/Region: Barron - Barron  
 CARES Case #: County Case #: Restricted Designation: Select Program

Below this information are tabs for 'Participants', 'Address', 'Collaterals', and 'Closing/Merge History'. The 'Participants' tab is active, showing a table of 'Active Participants'.

Name	Person Type	Rsp	Hshld	DOB	Gndr	Relationship	Legal	Prg	
<a href="#">American, Annie M. (9223760)</a>	None	<input checked="" type="checkbox"/>	U	08/08/1970	F	Reference Person	N/A	N	<a href="#">DeAct</a> <a href="#">Rem</a>
<a href="#">American, Jack (9223669)</a>	CPS	<input checked="" type="checkbox"/>	U	06/01/1973	M	Present Spouse	N/A	N	<a href="#">DeAct</a> <a href="#">Rem</a>
<a href="#">Andrews, Annie M. (9222721)</a>	CPS	<input checked="" type="checkbox"/>	Y	10/09/2005	F	Biological Child	Tempor: Physical Custody with Agency	N	<a href="#">DeAct</a> <a href="#">Rem</a>
<a href="#">Andrews, Fannie (9224036)</a>	None	<input checked="" type="checkbox"/>	Y	01/01/2000	F	Biological Child	N/A	N	<a href="#">DeAct</a> <a href="#">Rem</a>

Number of Household Members: 2 [Insert](#)

Options:  [Go](#) [Save](#) [Close](#)

2. On the Person Management page, click on the Education tab.

The screenshot shows the 'Person Management' window for 'Andrews, Annie M. (9222721)'. The 'Education' tab is selected. The 'Basic Education Information' section contains several checkboxes: 'Child is less than age five and does not attend early education or day care.', 'The child is in an early intervention program.', 'Child is in day treatment.', 'Child is of school age but is not attending school. Provide explanation.', 'Child is less than age five and attends child care that is not early education, pre-school or 4K.', 'School district has been notified of child's placement (if age two or older).', and 'Child was attending school but is currently listed as missing from the out-of-home placement.'. Below these are two large text areas for providing explanations. The 'Child is Currently Enrolled in School' checkbox is checked, and the 'Highest Grade Level Completed' dropdown is set to 'Seven'. There are fields for 'Diploma/Certificate', 'Diploma/Certificate Date', 'Anticipated High School Graduation Date', 'Updated On', and 'By'. The 'Individualized Education Plan' section has an 'Options' dropdown and a 'Go' button. 'Save' and 'Close' buttons are at the bottom right.

3. In the Basic Education Information group box, check the checkboxes that apply to the child's current school situation. These will pre-fill to the child's Permanency Plan. If you select the checkbox "Child is of school age but is not attending school. Provide explanation," then the narrative below will become enabled and required. If the child is currently enrolled in school, check the associated checkbox (the narrative box will also become enabled and required). Select the Child's Highest Grade Level Completed. If the child has received a diploma or certificate, select the appropriate diploma or certificate value and add the date of the diploma or certificate. If the child is in high school, enter the Anticipated High School Graduation Date; when entered, this will update the Updated On and By fields.

- If the child has an Individualized Education Plan (IEP), check the check box and enter the date of the current plan. If the box is checked, this will factor in to determining the Eligibility for Extension of Out-of-Home Care on the Transition to Discharge tab on the Independent Living page. The Date of current IEP Expires field will automatically pre-fill for one year in the future if a Date of Current IEP is entered. If there is a hard copy of the IEP in the file and/or the child is on an Extended School Year, check the appropriate boxes.

**Individualized Education Plan**

Child has an individualized education plan  
  Copy of IEP in Record  
  Extended School Year  
 Last Updated By: Caitlin M. Cake

Date of Current IEP:   
 Date Current IEP Expires:   
 Date Last Updated: 05/10/2010

- Complete the School District Jurisdiction History group box. The School District of Jurisdiction and Reason for Change have drop-down values, which you can select by clicking on the appropriate values. The Start Date, Contact Person, and Phone Number are user entered fields.

**School District Jurisdiction History**

School District of Jurisdiction	Start Date	Reason for Change	Contact Person	Phone Number	
Madison Metropolitan	09/01/2011				<a href="#">Notify</a> <a href="#">Delete</a>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">           Child Adopted            Child in DCF Facility            Child in Other State Facility            Child in Private Facility            Child Placed in New School District            Department of Education Determination            Educational Responsibility Out-of-State            Enrolled in Private School            Enrolled in Public School            No Transportation            Parent/Guardian Address Change            Parent/Guardian Deceased            Parent/Guardian Whereabouts Unknown            Parental Rights Terminated            School Determination         </div>					
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <span style="background-color: #4a7ebb; color: white; padding: 2px 10px; border-radius: 3px;">Insert</span> </div>					

- On the right side of the School District Jurisdiction History group box are Notify and Delete hyperlinks. The Delete hyperlink will delete the corresponding row. The Insert button will add another row for the School District Jurisdiction History. By clicking on the Notify Hyperlink, a new page is launched called the Education Notification page. Clicking on the Text hyperlink will launch a letter for the case manager to print and send to all appropriate parties. Click on Save and then Close to return to the Education tab.

Education Notification -- Webpage Dialog

*eWiSACWIS* TM Print Spell Check Help

**Notification Information**

Reason:  [Text](#)

Original Sent To:  Recipient Type: Anticipated School Jurisdiction

CC Sent To:  Recipient Type:

Date Orig Sent:

Options:

- In the School History group box, the Insert button allows you to add School History. Once Insert is selected, this brings up the Maintain Education History page.

**School History**

School Name	School Type	Program Type	Program	Grade	Spec Ed	Start Date	Completion Status
<input type="button" value="Insert"/>							

- On the Maintain Education History page, the School Name is an AJAX enabled field. Begin typing any part of the school name and eWiSACWIS will attempt to find a match. Selecting a school from the available choices will pre-fill the School Address. If you type a School Name that is not found in the eWiSACWIS database then you must also type a School Address. Check the Primary check box if this school is the child's primary school. The School District, School Type, Program Type, and Current Grade Level all have drop-down values. Reason for changing to this school is also a drop-down and will only appear if the School Name differs from the School Name on the previous education record. If applicable, enter the Program and check the Specialized Programs. If you select the Special Education checkbox the Special Ed. Level drop-down will become enabled and required. If you select "No" to the question, "Is this grade level where the child should be (do not include a child who voluntarily begins kindergarten at age 6)?" a new question appears with a required drop down asking what is the primary reason for the child not being on grade level. If you select "Other" from the drop-down a narrative displays to enter information. The Start and End dates, Contact Person and Phone Number are user entered fields. If you enter an End Date the Completion Status dropdown will be enabled for selection. Click Continue when finished.

Maintain Education History -- Webpage Dialog

**eWiSACWIS** Print Spell Check Help

**Information**

School Name:   Primary

School Address:

School District:

School Type:

Student ID:

Program Type:

Program:

Specialized Programs:  504 Plan  English as a Second Language (ESL)  Gifted  Other

Current Grade Level:   Special Education

Is this grade level where the child should be (do not include a child who voluntarily begins kindergarten at age 6)?  Yes  No

Start Date:

End Date:

Completion Status:

Contact Person:

Phone Number:

9. The School History information will populate into the School History group box. On the right side of the School History group box is a Delete hyperlink. Click on it to delete the corresponding row. If information needs to be updated on the education record, click on the Edit hyperlink to maintain information. If the child has changed schools or to document a new school click on the Insert button to add additional School Information. Use the Copy hyperlink to quickly create a copy of the current record in order to document, for instance, if the child has moved on to the next grade and is still enrolled in the same school.

**School History**

School Name	School Type	Program Type	Program	Grade	Spec Ed	Start Date	Completion Status	
Madison Elementary	Public School	Regular Education		3rd	<input type="checkbox"/>	09/06/2011		<a href="#">Delete</a> <a href="#">Edit</a> <a href="#">Copy</a>
Madison Elementary	Public School	Regular Education		2nd	<input type="checkbox"/>	09/05/2010	Pass	<a href="#">Delete</a> <a href="#">Edit</a> <a href="#">Copy</a>
Madison Elementary	Public School	Regular Education		1st	<input type="checkbox"/>	09/02/2009	Pass	<a href="#">Delete</a> <a href="#">Edit</a> <a href="#">Copy</a>

**Insert**

10. Click Insert to create a new Education Passport. If one is pending, complete the pending one prior to creating a new one. An Education Passport can also be created via create case work > Education.

**Education Passport**

Type	Date Completed	School	Updated By	

**Insert**

11. The Education Passport page prefills with a child's demographic information, school information, agency contact info, the current out of home care provider, and parent/guardian information. The page will prefill with the Student in Care radio button selected. If applicable, select the Student Exiting Care radio button. This will remove the Out of Home Care Provider group box and display an Exiting Information group box at the bottom of the page.

**Note:** When the Education Passport is accessed from the outliner, the student's name will be a hyperlink taking you to Person Management. A Modify link will also appear in the the Education Information group box taking you to Person Management. To access Person Management when creating an Education Passport via Person Management, simply save and close the page.

The screenshot shows a web browser window titled "Education Passport -- Webpage Dialog" with the "eWiSACWIS" logo. The form is divided into several sections:

- Basic:** Student Name: Andrews, Annie M. (9222721); Gender: Female; Birthdate: 10/09/2005; Age: 9. There are checkboxes for "Display Preferred Name" and "Completed". A "Date Form Completed:" field is present. Two radio buttons are at the bottom: "Student in Care" (selected and circled in red) and "Student Exiting Care".
- Education Information:** Current School: Madison Waldorf School - 6510 Schroeder Rd - Madison, WI 53711; Current School District: Madison Metropolitan; Current Grade: 3rd; Specialized Program(s):; Student has an individualized education plan (IEP): No. A question "Is this a school transfer? If yes, from what school?" has "Yes" and "No" radio buttons, with "No" selected. There are input fields for "Name of School:" and "School Address:".
- Child Welfare Agency School Contact:** Agency Name: Milwaukee-Admin; Address: 1555 N. River Center Drive Suite 220, Milwaukee, WI 53212. Contact info for Caseworker (Dan, Daisy) and Supervisor (Anderson, Samuel) is provided.
- Out of Home Care Provider:** Includes a "Search" link, input fields for "Provider/Parent 1:" (Badger, Bucky), "Parent 2:" (Badger, Momma), "Street Address:" (123 Trail Drive), "WI City:", "Cell Phone:", and "Email:". There is an "Options:" dropdown and "Go" button, and "Save" and "Close" buttons at the bottom right.

12. The Basic group box prefills a child’s demographic information. Checking the Display Preferred Name checkbox prefills the child’s Nickname if documented on the Additional tab of Person Management. The Cell Phone and Email are user entered fields and will copy over to subsequent Education Passports. Selecting the Completed checkbox and saving the page will run the required edit checks. If all edit checks are passed, the page will freeze and the current date will prefill in the Date Form Completed field.

**Basic**

Student Name: Andrews, Annie M. (9222721)      Gender: Female      Birthdate: 10/09/2005      Age: 9

Display Preferred Name:      Cell Phone:       Email:

Completed      Date Form Completed:       Student in Care       Student Exiting Care

13. The Education Information group box prefills the Primary school information documented in the School History group box on the Education tab of the child’s Person Management page. Select the Yes radio button if the child is transferring from a different school. A list of schools will appear in a drop down once you begin typing the school’s name in the Name of School field. The School Address will then prefill.

**Education Information**

Current School: Madison Waldorf School - 6510 Schroeder Rd - Madison, WI 53711

Current School District: Madison Metropolitan      Current Grade: 3rd

Specialized Program(s):      Student has an individualized education plan (IEP): No

Is this a school transfer? If yes, from what school?:  Yes       No

Name of School:

School Address:

14. The Agency Name and Address, primary Caseworker, and the primary Caseworker’s Supervisor prefill to the Child Welfare Agency School Contact group box. Select the Search hyperlink to search out a different worker. To make updates to the email address, cell and work phone, a supervisor can go to the Maintain Worker Information page accessed via Maintain and then Worker.

**Child Welfare Agency School Contact**

Agency Name: Milwaukee-Admin      Address: 1555 N. River Center Drive Suite 220, Milwaukee, WI 53212

Caseworker: Dan, Daisy [Search](#)      Email: Daisy.Dan@wisconsin.gov      Work: (414)789-7897      Cell:

Supervisor: Cake, Caitlin M. [Search](#)      Email: caitlin.cake@wisconsin.gov      Work: (123)456-7890      Cell:

15. If a child is currently in an approved out of home care placement, the name, address, and contact information will prefill. Select the Search hyperlink to search out a different provider, or enter the information manually. If the provider is a Private Provider, the Parent 2 section will be blank, and the Primary Facility Contact, Phone, and Email will prefill from the Primary Contact field on the Private Provider page. If the provider is a Home Provider, the Phone field will prefill from the Provider's address record, and the Email and Cell will prefill from the Additional Contact Information group box on the Home Provider page. The Primary Facility Contact should be left blank in a Home Provider scenario.

**Out of Home Care Provider**

[Search](#)

Provider/Parent 1:  Parent 2:

Street Address:  Cell Phone:

WI City:  Email:

City:  State:  ZIP:

Primary Facility Contact:

Phone:  Cell Phone:

Email:

16. In the Parent(s)/Guardians(s)/Custodians(s) group box, Parent 1 and Parent 2 will prefill if they're linked to the Parent Info tab on the child's Person Management page. Select the parent's hyperlink and go to the Address tab to update their address, phone, email, or cell phone. Guardians, Indian Custodians, and Legal Custodians will also appear in the group box if linked on the Parent Info tab. Select Yes or No to the question if there are any limitations on interactions with parents, guardians, or other individuals. If Yes, enter an explanation.

**Parent(s)/Guardian(s)/Custodian(s)**

Parent 1: [American, Annie M.](#) 123 Main Street, Madison, WI 53701  
 Phone: (608)123-1234 Cell: (608)789-7897 Email: annieamerican@gmail.com

Parent 2: [American, Jack](#)  
 Phone: Cell: Email:

Are there any limitations on interaction with a parent, guardian, or other individual that would apply in a school setting?  Yes  No

If yes, please explain (i.e. court orders such as no-contact orders, orders for supervised family interactions).

[More...](#) [Less...](#) [Default](#)

17. The last group box is a series of narrative questions to help promote school success. After entering the information, select Education Passport under Options and select Go. This will launch the Education Passport template.

**Information for School Staff to Promote School Success**

Transportation (How will the student get to and from school and school related extracurricular activities?)

[More...](#) [Less...](#) [Default](#)

Positive attributes and interests

[More...](#) [Less...](#) [Default](#)

Extracurricular activities (school, community, or spiritual based)

[More...](#) [Less...](#) [Default](#)

School relevant behavioral triggers (i.e. reacts negatively to sudden noises)

[More...](#) [Less...](#) [Default](#)

Other relevant information (Not mental health related; i.e. education program details like the name of an after school program student is involved in)

[More...](#) [Less...](#) [Default](#)

Options:

9235411.0 [Read-Only] [Compatibility Mode] - Microsoft Word

File eWISACWIS

Print Cut Copy Paste Zoom Spell Check Copy From Bookmarks Close and Return to eWISACWIS

### Education Passport

**Use of Form:** Whenever a student enters care, changes placement, or exits care, child welfare workers are advised to share the Education Passport form to school staff for the purpose of sharing information to support the educational success of the Student. Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes]

**Basic Information**

Date Form Completed: (mm/dd/yyyy) Date of Exit: (mm/dd/yyyy)

Student in Care  Student Exiting Care

Name - Student: **Andrews, Annie M.** Birthdate - Student (mm/dd/yyyy): **10/09/2005** Student ID: \_\_\_\_\_

Age: **9** Cell Number: \_\_\_\_\_

Male  Female Email Address: \_\_\_\_\_

**Education Information**

Current School: **Madison Waldorf School - 6510 Schroeder Rd - Madison, WI 53711** Current School District: **Madison Metropolitan** Current Grade: **3rd**

Yes  No Individualized Education Plan (IEP)

Yes  No Specialized Program(s) If yes, what program(s): \_\_\_\_\_

Yes  No Is this a School Transfer? If yes, from what school: **Eagle School of Madison - 5454 Gunflint Trl - Madison, WI 53711**

**Child Welfare Agency**

Agency Name: **Milwaukee-Admin** Agency Address: **1555 N. River Center Drive Suite 220, Milwaukee, WI 53212**

Name - Caseworker: **Dan, Daisy** Office Number: **(414)789-7897** Email Address: **Daisy.Dan@wisconsin.gov**

Cell Number: \_\_\_\_\_

Name - Supervisor: **Cake, Caitlin M.** Office Number: **(123)456-7890** Email Address: **caitlin.cake@wisconsin.gov**

Cell Number: \_\_\_\_\_

**Out of Home Care Provider**

Name - Out of Home Care Provider: **Badger, Bucky & Badger, Momma** Address (Street, City, State, Zip Code): **123 Trail Drive, Racine, WI 53401**

Cell Number: \_\_\_\_\_ Email Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**Parent(s) / Guardian(s) / Custodian(s)**

Name - Parent 1: **American, Annie M.** Address (Street, City, State, Zip Code): **123 Main Street, Madison, WI 53701**

Cell Number: **(608)789-7897** Email Address: **annieamerican@gmail.com** Telephone Number: **(608)123-1234**

Name - Parent 2: **American, Jack** Address (Street, City, State, Zip Code): \_\_\_\_\_

Page: 1 of 2 Words: 442 100%

18. Saving and closing the Education Passport page will return you to the Education tab. Select Edit to reaccess the Education Passport.

Education Passport				
Type	Date Completed	School	Updated By	
In Care		Madison Waldorf School	Caitlin M. Cake	<a href="#">Edit</a>

[Insert](#)

19. If a student is leaving out of home care, select the Student Exiting Care radio button. This will remove the Out of Home Care Provider group box and display an Exiting Information group box at the bottom of the page.

The screenshot shows the 'eWiSACWIS' web application interface. The browser title is 'Education Passport -- Webpage Dialog'. The page has a blue header with the 'eWiSACWIS' logo and navigation icons for TM, Print, Spell Check, and Help. The main content area is divided into several sections:

- Basic:** Student Name: Andrews, Annie M. (9222721); Gender: Female; Birthdate: 10/09/2005; Age: 9. There are checkboxes for 'Display Preferred Name' and 'Completed'. A 'Date Form Completed' field is present. Two radio buttons are shown: 'Student in Care' (unselected) and 'Student Exiting Care' (selected and circled in red).
- Education Information:** Current School: Madison Waldorf School - 6510 Schroeder Rd - Madison, WI 53711; Current School District: Madison Metropolitan; Current Grade: 3rd; Specialized Program(s):; Student has an individualized education plan (IEP): No. A question 'Is this a school transfer? If yes, from what school?' has 'Yes' selected. Below are input fields for 'Name of School' (Eagle School of Madison) and 'School Address' (5454 Gunflint Trl - Madison, WI 53711).
- Child Welfare Agency School Contact:** Agency Name: Milwaukee-Admin; Address: 1555 N. River Center Drive Suite 220, Milwaukee, WI 53212. Contact info for Caseworker (Dan, Daisy) and Supervisor (Coke, Caitlin M.) is provided.
- Parent(s)/Guardian(s)/Custodian(s):** Parent 1: American, Annie M., 123 Main Street, Madison, WI 53701. Parent 2: American, Jack.

At the bottom, there is an 'Options:' dropdown menu, a 'Go' button, and 'Save' and 'Close' buttons.

20. Select a value in the Student resides with drop down of who the student will be living with. The values available are those that display in the Parent(s)/Guardians(s)Custodians(s) group box. In the below screen shot both parents are selected. Select Edit next to the Name field to go to the Person Management page. Also available for selection is an option to choose just Parent 1 or just Parent 2. Other can be chosen as well. If a name is not displaying, go to the Parent Info tab on the child's Person Management page and search out the appropriate person.

**Note:** If the child has been TPR'd, Parent 1 and 2 will not be available for selection. Instead, possible selections will be guardians, custodians, and any documented out of home care provider.

The screenshot displays a web form titled "Exit Information". At the top left, there is a blue header "Exit Information". Below it, the "Student resides with:" field is a dropdown menu currently showing "American, Annie M. and American, Jack". To the right of this is a "Date exited out of home care:" field with the value "00/00/0000".

The form contains two sets of personal information fields. The first set is for "American, Annie M." and includes fields for Name, Street Address (123 Main Street), WI City (dropdown), City (Madison), State (WI), ZIP (53701), Phone ((608)123-1234), Cell ((608)789-7897), and Email (annieamerican@gmail.com). An "Edit" link is next to the name field.

The second set of fields is for "American, Jack" and includes fields for Name, Street Address, WI City (dropdown), City, State (dropdown), ZIP, Phone, and Cell. An "Edit" link is also next to the name field.

At the bottom left, there is an "Options:" dropdown menu and a "Go" button. At the bottom right, there are "Save" and "Close" buttons.

21. The Education Passport displays on the outliner under the Education icon.

American, Annie M. (9221587) Actions  
CPS Family - Ongoing 10/24/2005 Dan, Daisy Barron - Barron 123 Main , Abbotsford, WI 54405

- Access Reports
- Administration
- Adoption
- Agreements and Notices
- Assessment
- Assets and Income
- Assignment
- Background Checks
- Case/Permanency Plan
- Education
  - Education Passport (1)
    - [Education Passport Exiting Care Andrews, Annie M.](#)
- Eligibility
- ICPC
- Legal
- Narrative
- Payment
- Placements
- Planning
- Related People
- Safety Assessment, Analysis and Plan
- Services