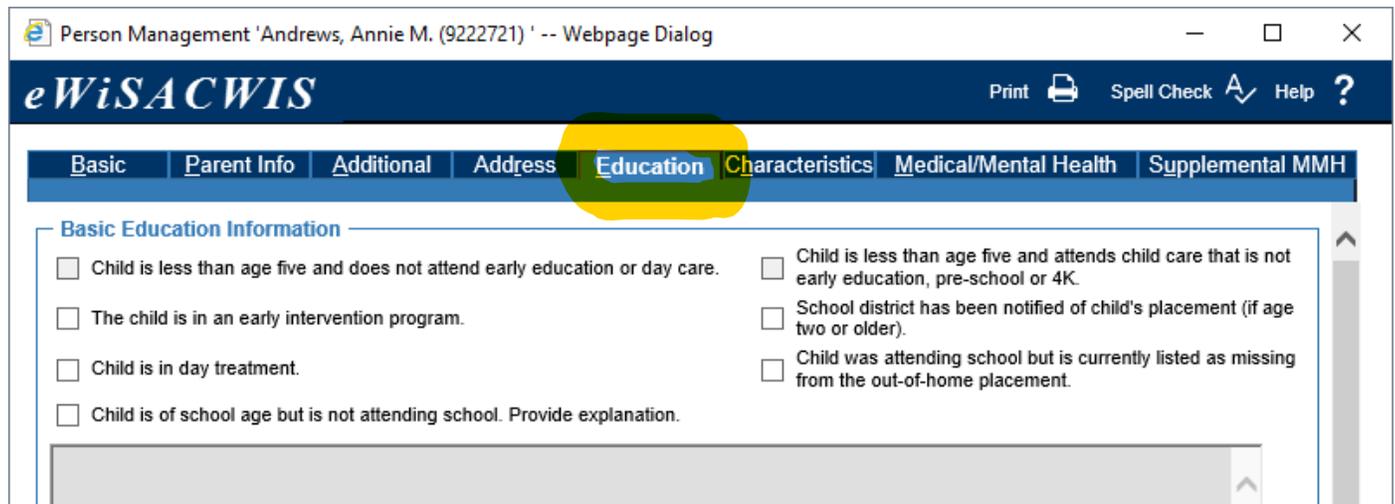


Education Tab in eWiSACWIS

DMCPS Job Aid

Whenever a child enters out-of-home care, a new academic year begins, or a school change occurs, Ongoing caseworkers must complete the following required fields in eWiSACWIS. Many of the fields also prefill to the child's permanency plan, limiting the amount of information you need to enter at a later date. Follow the guide below.

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



The screenshot shows a web browser window titled "Person Management 'Andrews, Annie M. (9222721)' -- Webpage Dialog". The eWiSACWIS logo is in the top left, and navigation tabs include Basic, Parent Info, Additional, Address, Education (highlighted in yellow), Characteristics, Medical/Mental Health, and Supplemental MMH. Below the tabs is the "Basic Education Information" section with several checkboxes and a text box.

Basic Education Information

- 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).
- Child was attending school but is currently listed as missing from the out-of-home placement.

2. In the Basic Education Information group box, the "child current enrolled in school" must be checked, and explanation must be provided in the text box. See page 2.

If a school change is occurring this text box must indicate why the school the change occurred, the date it occurred, and list all the individuals the caseworker consulted to support that it is in the best interest of the child to change schools. Examples of how this would look include:

Example one: On January 20, 2019, caseworker, Susie Black and her supervisor, Mary Jane, determined it was in the best interest to change the child's school because Susie is being placed in a pre-adoptive home that is 45 minutes from her school of origin. The resident school, Mequon, is aware of her IEP and will ensure she receive the appropriate services. All the supportive parties were consulted (Foster parents, Susie's mom, Franklin School's point of contact, Mequon school's point of contact, her Franklin School Counselor, and Susie's aunt) and they all agreed that it was in Susie's best interest to change schools. Susie also stated that she preferred to change schools, especially since two of the children in her pre-adoptive home will be attending school with her. It's also the beginning of a new semester, making the transition easier.

Example two: On 9/21/2018, caseworker Tyler Brown and her supervisor, Mark White, determined it was in the best interest to change the child's, Reggie's school, because all the supportive parties in Reggie's life agree that it is in Reggie's best interest to change schools. The supportive individual's include the foster parents, Reggie's parents, Oak Creek School point of contact, and Milwaukee Public school point of contact. The reason for the school change is that Tyler wishes to transfer schools after facing continual bullying. The school has tried repeatedly to address the bullying but Tyler no longer feels comfortable in the school and his academic performance has suffered in part because of this. The resident school is able to accommodate Tyler's education needs and extracurricular interests (basketball and track). Tyler's new placement is not a short-term placement.

Person Management 'Andrews, Annie M. (9222721)' -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Basic Parent Info Additional Address **Education** Characteristics Medical/Mental Health Supplemental MMH

Basic Education Information

Child is less than age five and does not attend early education or day care.
 Child is less than age five and attends child care that is not early education, pre-school or 4K.

The child is in an early intervention program.
 School district has been notified of child's placement (if age two or older).

Child is in day treatment.
 Child was attending school but is currently listed as missing from the out-of-home placement.

Child is of school age but is not attending school. Provide explanation.

Child is Currently Enrolled in School
Highest Grade Level Completed:
Seven

Describe current academic performance. Include grade level, special achievements and current educational difficulty(s). Include the date and source of your information.

Diploma/Certificate: Diploma/Certificate Date: 00/00/0000

Anticipated High School Graduation Date: 00/00/0000 Updated On: 00/00/0000 By:

3. If the child has an **Individualized Education Plan (IEP)**, check the checkbox and enter the Date of Current IEP, and complete the other information if applicable.

Individualized Education Plan (IEP)

Child has an Individualized Education Plan
 Copy of IEP in Record
 Extended School Year
 Last Updated By: Caitlin M. Cake, IV

Date of Current IEP: 00/00/0000
 Date Current IEP Expires: 00/00/0000
 Date Last Updated: 02/02/2018

Birth to 3 - Individualized Family Service Plan (IFSP)

Child has an Individualized Family Service Plan
 Copy of IFSP in Record
 Last Updated By:

Date of Current IFSP: 00/00/0000
[Details](#)
 Date Last Updated:

If the child is under the age of three and has a **Birth to 3 – Individualized Family Service Plan (IFSP)**, check the checkbox and enter the date of the current IFSP. The details flare identifies what an IFSP is.

4. Complete the **School District Jurisdiction History group box**. Select the appropriate values from the dropdowns for the School District of Jurisdiction and Reason for Change. 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			

[Notify](#) [Delete](#)

Insert

- 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

5. In the **School History group box**, click the Insert button to list input the school the child attended and the additional information below. This should be completed **whenever a child enters a new grade or changes schools.**

School History

School Name	School Type	Program Type	Program	Grade	Spec Ed	Start Date	Completion Status
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Insert

After the information is inserted it will look like this, reflecting where the children attended school when they entered out of home care:

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	Delete Edit Copy
Madison Elementary	Public School	Regular Education		2nd	<input type="checkbox"/>	09/05/2010	Pass Delete Edit Copy
Madison Elementary	Public School	Regular Education		1st	<input type="checkbox"/>	09/02/2009	Pass Delete Edit Copy

Insert

- If a school change has occurred, the child's placement has changed, or the child is exiting care, create an **education passport** to send to the school of origin and resident school by clicking on the insert button.

Education Passport

Type	Date Completed	School	Updated By

Insert

Close

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:		Date of Exit:	
<input checked="" type="checkbox"/> Student in Care		<input type="checkbox"/> Student Exiting Care	
Name - Student Andrews, Annie M.	Birthdate - Student 10/09/2005		Student ID
	Age 12		Cell Number
	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Email Address aandrews@gmail.com

Education Information

Current School		Current School District	Current Grade
Point of Contact: https://dpi.wi.gov/foster-care/foster-care-point-of-contact			
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specialized Program(s)		If yes, what program(s)?
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is this a School Transfer?		If yes, from what school and district? Milwaukee German Immersion - 3778 N 82nd St - Milwaukee, WI 53222-2999 - Milwaukee Sch Dist
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Individualized Education Plan (IEP)		

Child Welfare Agency

Agency Name Milwaukee-Admin	Agency Address 1555 N River Center Drive Suite 220 Milwaukee WI 53212
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7. Closing the Education Passport page will return you to the Education tab. Select Edit to re-access the Education Passport.

Education Passport				
Type	Date Completed	School	Updated By	
In Care		Madison Waldorf School	Caitlin M. Cake	Edit

[Insert](#)

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

eWISACWIS Actions ▾ Financial ▾ State ▾ Security ▾ Refresh Search Caitlin M. Cake (Milwaukee County) | Log Out

Home **Cases (426)** Providers (193) Workers (64) Approvals (1107) Access Reports (122) JCPC Referrals (3) Home Inquiries (32) Quick Links

Case Date restricted
 Participant Not approved/cancelled Multiselect

American, Annie M. (9221587)
Case details: CPS Family - Ongoing Case address: 123 Main, Barron - Barron, Abbotsford, WI 54405 Primary worker: Dan, Daisy (414) 789-7897, Daisy.Dan@wisconsin.gov Actions: [Please select an action ▾](#)
Open OHP exists for associated participant(s)

View case information

- Access Reports
- Administration
- Adoption
- Agreements and Notices
- Assessments
- Assets and Income
- Assignments
- Background Checks
- Case/Permanency Plan
- Education
- Eligibility
- ICPC
- Legal
- Narratives
- Payments
- Placements
- Planning
- Related People
- Safety
- Services

Education

Education Passport	Andrews, Annie M.	Exiting Care
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