

## Education Passport Policy

<b>Policy Number:</b>	IA 61.00, CM 61.00
<b>Eliminated/Replaced Policies:</b>	Formally titled “Milwaukee Public Schools Foster Care Notification Policy”
<b>Subject:</b>	Entering out-of-home placement, temporary physical custody, change of placement, exit foster care, Milwaukee Public Schools
<b>Last Updated/Reviewed:</b>	July 13, 2015
<b>Current Updated/Reviewed:</b>	May 13, 2016
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*Any information referenced within this document is considered to be a part of this policy with the exception of the “related resources” section.*

### Summary:

The purpose of this policy is to increase collaboration and information sharing between all schools districts, contracted child welfare agencies, and the Division of Milwaukee Child Protective Services (DMCPS) regarding the education of children entering, changing or exiting out-of-home placement. Every effort should be made to allow a child to remain in their school of origin.

### Policy:

Collaboration and information sharing must be achieved through the use of the educational passport form, available in eWiSACWIS. For cases starting with Initial Assessment, it is the Initial Assessment Specialist’s (IAS) responsibility to fulfill the requirements of this policy until the case is successfully transferred to a contracted agency (at the case transition meeting). For cases in Ongoing Case Management Services that open again in Initial Assessment (shared cases), it is the contracted agency Case Manager’s (CM’s) responsibility to fulfill the requirements of this policy.

When a student changes schools, due to a change in placement, the staff person requesting the school change (from the ongoing agency or DMCPS) must obtain approval (via email) from the DMCPS Deputy Administrator.

**Please note that this policy is applicable to all DMCPS children of school age (3 to 18 years old) who are entering, changing or exiting out-of-home placement.**

**Placement may include (but are not limited to):**

- Licensed foster or treatment care home
- Licensed or unlicensed relative (includes Court-Ordered Kinship)
- Unlicensed non-relative
- Assessment Centers
- Group Homes
- Residential Care Center (RCC)
- Other court ordered placements

**Procedures:**

**Transportation for student(s)**

The identification and implementation of transportation is a shared responsibility between DMCPs, the contracted agency and the school district. The eligibility and availability of transportation for the child should be determined through communication with school contacts. For MPS specifically, the MPS Office of Family Services will provide this information via email.

Information regarding transportation to and from school for a student is required on the education passport form. The assigned IAS or CM is responsible for ensuring transportation arrangements are in place for the child through collaboration with school contacts, child's parent, legal guardian, and/or out-of-home place provider(s). If a child is placed in an Assessment Center or Group Home, the Center or Group Home is responsible for arranging transportation for the child's schooling and school-related activities.

**Notification**

DMCPs and contracted agency staff (case management) will notify the school district within 48 hours of the child entering, changing or exiting a placement. If a child is changing schools, the school district the child is leaving and the new school district the child will be attending should be notified.

The school district must be notified in the following circumstances, both, when a child continues to attend the same school or enrolls in a new school:

- When a child changes placement
- When a child stays in same placement, but the placement address changes
- When there's a change in the parent or guardian
- Or when relevant information changes that the school should be informed about

The IAS/CM should contact the school district directly to send them the completed Education Passport form. Refer to the DMCPs School District Contact List for specific contact information.

## **Documentation**

The IAS/CM must compile the education passport information electronically in eWiSACWIS. For more detailed instructions, please see the [Education Passport Quick Reference Guide for eWiSACWIS documentation](#). When the form is completed, changed, or updated, the education passport form is generated, allowing the IAS/CM to share the form with the school district.

## **Responsibilities:**

IAS and IA Supervisors, contracted agency CMs and Supervisors, and School Districts contacts

## **Related Resources:**

- [Caseworker Desk Guide: Information Sharing with Schools](#)
- [Department of Children and Families \(DCF\) and Department of Public Instruction publication "Educational Services for Children placed in Foster Care July 2010](#)
- DMCPS School District Contact List
- [Education Passport Form Sample \(2015\)](#)
- [Education Passport Quick Reference Guide for eWiSACWIS documentation \(2015\)](#)
- [eWiSACWIS Milwaukee Education Passport Training \(2015\)](#)
- [Fostering Connections to Success and Increasing Adoptions Acts of 2008](#)
- [Ongoing Standards January 2013 \(p. 152 – 153\)](#)
- [Placement Referral Unit Policy IA 51.00, OCM 52.00 and IIHS 13.00](#)
- [Pre-Disposition Notice Change of Placement Policy IA 53.00, OCM 55.00 and IIHS 15.00](#)
- [Children's Division Directive Children's 08-02 05/09/2008](#)
- [Wisconsin State Statutes Chapter 48 \(48.357 and 48.64\(1r\)\)](#)

DMCPS Memos, Policies and Procedures:

[http://dcfweb/mcw/procedure\\_manual/default.htm](http://dcfweb/mcw/procedure_manual/default.htm)