

INSTRUCTIONS

CFS-384-LEA

NOTIFICATION TO LOCAL EDUCATION AGENCY OF CHANGES IN CHILD PLACEMENT, CHANGES IN SCHOOLS, AND EXPERIENCES OF TRAUMATIC EVENTS CHECKLIST

PURPOSE

To ensure that DHS notifies the Local Education Agency (LEA) regarding placements, changes in placement, changes in schools, and experiences of traumatic events concerning children in foster care. Notification of placement into foster care, changes in placement, and changes in schools must be made to the LEA **by the next business day after the change**. Notice must be sent to the school counselor AND the school foster care liaison. If the school counselor and school foster care liaison are the same person, send only one notice. If the school does not have a counselor or liaison available, notices must be sent to the designated school administrator. If the child is changing schools, notices must be sent to the previous school AND the new school.

COMPLETION

Section I. Check the appropriate box indicating the “Type of Notification.” There are four notification options. Write in the foster child’s name, age and his/her date of birth. Indicate whether the child has an Individualized Education Program (IEP) by checking yes or no.

Section II. Check appropriate box in Section II to specify whether there is a “72-hour hold on the child” or a “court placement of custody.” Document the date the notification was made to the school and the reason for the change. Fill in the foster family or facility information. Fill in the name of the new school and the date of change.

Section III. If applicable, check the appropriate box to document that the child experienced traumatic events. In the “Comment” area, explain in brief the circumstance that led to the trauma.

The DCFS worker and county supervisor must sign, date and provide a contact telephone number.

ROUTING

1. The original will be faxed to the child’s school counselor.
2. Forward a copy to the school foster care liaison, if the liaison is not the school’s counselor.
3. If the child is changing schools, a copy of this form will be forwarded to the child’s previous school counselor or liaison, **and** the new school counselor or liaison.
4. The county supervisor or designee will forward the completed CFS-384 to the appropriate school personnel.
5. A file copy will be placed in the child’s foster care records.