

## BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 4.13	SUBJECT: <b>EDUCATIONAL RECORDS FOR CHILDREN IN CARE</b>
OAC: 5101: 2-38-08, 2-33-23	EFFECTIVE DATE: 7/22/03
	REVISION DATE: 4/08
	REVIEW DATE: 9/28/04, 11/14/05, 1/23/07, 4/08, 9/09

**PURPOSE:** To insure that educational information about a child, who is in the custody of the Butler County Children Services Board, will be documented in the child's case record.

### POLICY:

- 4.13 The agency shall request educational records for children in the temporary or permanent custody of the agency and the information shall be entered into SACWIS. The JFS 1443 "Childs Education and Health Information" form shall be completed and distributed per 5101:2-38-08.

### PROCEDURE:

1. Workers will make a written request of the child's school for the current school year records of the child within fourteen calendar days of the child's placement in care. If a child enters care during the summer school break, the worker shall request the child's prior year school record. By the 45th day that the child is in care, the assigned caseworker shall verify that the educational records have been received. Thereafter, caseworkers shall request and maintain current educational records, updating the child's record at a minimum of two times per school year.
2. For children with an open agency case who are not in agency custody, workers shall request the custodian sign a release to permit the agency to obtain the child's current school year records if educational neglect is suspected to be an issue for the family. The worker shall be responsible for obtaining and maintaining such records as current as is reasonably possible.
3. Worker's may request the custodian sign a release to permit the agency to obtain the child's educational records for any child not in agency care for any other reason related to the provision of services for the child or family.
4. The Education and Health Information form will also contain current medical information

(ODJFS 1443).

5. The agency will maintain a record of a child's educational and health care as a distinct part of the case record. (See policy # 4.12 Medical Records for Children in Care)
6. Any worker who has difficulty receiving the educational records of a child shall seek the assistance of the their Administrator as needed.
7. The worker is responsible for entering the educational information in the child's person record.
8. The worker must generate the med/ed form as needed (ODJFS 1443).

Approval Date:

10/28/2009



Jeff Centers, Executive Director