

RESIDENCY: ENROLLMENT AND WITHDRAWAL OF STUDENTS IN STATE-SUPERVISED CARE

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I. Homeless Students: Baltimore County Public Schools is subject to the requirements of the Federal McKinney-Vento Homeless Education Assistance Improvement Act of 2001. For enrollment and the withdrawal of homeless students or students who appear to be homeless, principals must immediately contact the pupil personnel worker (PPW) or the school-based homeless liaison and refer to Pupil Services 512, "Procedures for the Education of Homeless Children and Youth." Homeless students are to be enrolled or withdrawn only when directed in writing by a PPW or the school-based liaison.

A. The involvement of the PPW or school-based homeless liaison is essential to the process to ensure immediate enrollment. They are the trained individuals able to assess the needs of students and families in order to access community and school services.

B. Any student who is staying in an emergency, temporary, or transitional shelter, including in those shelters at the Board of Child Care and the Children's Home, must be immediately enrolled pursuant to PS 512.

II. Enrollment Procedures:

A. School personnel will refer all Department of Social Services (DSS) social workers, Department of Juvenile Service (DJS) workers, foster parents, and other agency representatives to the assigned pupil personnel worker prior to enrolling an agency-placed student.

B. The PPW will provide agency representatives with the Application for Request to Enroll Student in State-supervised Care, PS 518, F1.

- C. The agency representative must provide the PPW with copies of the following:
1. Completed application or a letter confirming that the child is in State-supervised care including the contact information for the placement agency caseworker and the foster parent or group home.
 2. Out-of-state students only: Interstate Compact Agreement.
- D. Upon receipt of all documentation, the pupil personnel worker shall:
1. Review the request and notify the school of approval by e-mail
 2. Send approval letter, PS 518, L1 to the placement agency representative, school principal, foster parent, and coordinator of the Office of Pupil Personnel Services. The Office of Third Party Billing shall be copied on out-of-county agency-placed students.
 3. Students assigned to nonpublic placements will be referred to the supervisor of nonpublic placement and PS 518, L2 will be sent.
- G. The persons authorized to enroll a child in State-supervised care in school are:
1. Parent/guardian.
 2. Foster parent.
 3. Placement agency caseworker.
 4. Foster parent, even if the foster parent has not been granted limited guardianship for educational decision making.
 5. Formal kinship care provider.
 6. Parent surrogate.
 7. Education guardian.
 8. Residential child care program representative.
 9. The student, if the student is aged 18 or older.
 10. Court-appointed special advocate.
 11. Court-appointed attorney.
- F. Proof of residency must be provided as follows:
1. Letter from the placement agency with custody of the child verifying the address of the child's residency in Baltimore County in addition to one document from one of the following:
 - a. Lease, rent receipts, deed, or property tax bill.
 - b. Gas and electric bill, water bill, cable bill, computer services bill, or non-cellular phone bill.
 2. In the event residency cannot be verified as outlined above, a referral should be made to the residency assistant to complete the shared domicile living arrangement as outlined in PS 521.

- G. Upon receipt of the required documentation, the receiving school shall enroll the child immediately, if possible, but no later than two (2) school days from the receipt of documentation.
- H. At the time of enrollment, the person enrolling the child shall:
 - 1. Present documentation to the receiving school that identifies the person authorized to enroll the child.
 - 2. Present photo identification.
 - 3. Complete the School Registration Form, PS 515, F1.
- I. The PPW shall forward the approved application and all documentation to the office of the residency liaison for out-of-state agency-placed students. The residency liaison shall send the approval letter, PS 518, L1, to the agency representative, the school principal, foster parent, pupil personnel worker, and coordinator of the Office of Pupil Personnel Services.

III. Year-End Withdrawal Procedures (PS 516)

- A. Withdrawals of students in State-supervised care during the school year are processed as standard student withdrawals as outlined in PS 516. End-of-year withdrawals begin, on or before May 1, the PPW issues “End-of-Year Withdrawal –Students in State-supervised Care” letter, PS 518, L3, to the agency representative of each child enrolled. The coordinator of Pupil Personnel Services, school principal, and residency liaison are copied on each letter.
- B. Effective June 30, the Office of Student Data will issue a report formally withdrawing all agency-placed students. Schools may not enroll any students in State-supervised care withdrawn as of July 1 without written approval from the pupil personnel worker.
- C. Students in State-supervised care who change placement or are suspected to be fraudulent during the school year, schools must make an immediate referral to the pupil personnel worker. If the student must be withdrawn, refer to PS 516.
- D. A letter of confirmation shall be provided by the placement agency representative, including contact information for the agency representative and the foster parent or group home for a student in State-supervised care remaining in the same placement.

IV. Appeal Process:

- A. To initiate an appeal, the parent/guardian or agency representative must file written notice of appeal to the executive director of Student Support Services within ten (10) school days of the denial. The residency liaison will act as designee for the executive director. A decision will be issued within thirty (30) days.
- B. If the appeal is denied, it may be further appealed by written notice to the Superintendent within ten (10) school days of the denial by the residency liaison. The

Superintendent or designee will make every effort to issue a written decision within ninety (90) days of receipt of the appeal.

- C. If the appeal is denied by the Superintendent or designee, a further appeal may be made to the Board of Education by filing written notice within thirty (30) days of the denial of the Superintendent or designee.
- D. If the student is enrolled in a Baltimore County public school at the time of a timely appeal, he/she may remain at that school until the exhaustion of all appeals or the end of the current school year.
- E. Upon receipt of a timely appeal, an e-mail will be sent notifying the principal not to withdraw the student.

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