



Department of Children and Family Services Policy and Procedure Guide

Division No: 3–Child Welfare

Effective Date:
November 19, 2008

Chapter No: 14–Education

Item No: 4–Responsibilities of Case Managing Social Worker Regarding
Education of Court Dependents

POLICY: It is the responsibility of the Department of Children and Family Services to obtain or assist in obtaining information regarding education from educators. DCFS must also ensure that under certain circumstance a school meeting is set up and conducted.

PURPOSE: The purpose is to show what is needed for social workers to meet the relevant requirements of the Welfare and Institutions Code.

REFERENCES: Welfare and Institution Code 16010(e)

PROCEDURE:

- I. The child’s caregiver is responsible for obtaining and maintaining accurate and thorough information from educators.
- II. The case managing social worker must take all necessary steps to assist the caregiver in obtaining relevant education information.
- III. The following forms and information must be kept in a separate section in the case file. The educational information must also be entered into the child’s education notebook in CWS/CMS.
 - A. Transcripts
 - B. Attendance Records
 - C. CAHSEE Results

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		Name	Date
Assistant Director’s Approval	–	<u>Andrea Sobrado</u>	<u>6/11/08</u>
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		Name	Date

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- D. I.E.P. & Psychoeducational Report (most recent)
 - E. 504 Accommodation Plan (if applicable)
 - F. Calculation of Full & Partial Credits Earned
 - G. Discipline Records
 - H. Report Card
 - I. Immunization Records
 - J. Outstanding Fees Report
 - K. Enrollment & Disenrollment Dates
 - L. Student Study Team Meeting Notes
- IV. A school meeting shall be requested by the case managing social worker should the following conditions be present:
- A. The child has a Grade Point Average of 2.0 or lower, and/or
 - B. The child has 2 or more Fs on his/her report card
- V. The court will order the school meeting if the court report reflects at least one of the above conditions and the court report does not have any statement that there has been school intervention.