



## Best Practice Guidance: LEA Foster Liaisons

1. Download and read the federal [Non-regulatory Guidance document](#).
2. Ensure Foster Care Liaison contact information has been entered correctly in the Educational Entity Master (EEM).
  - a. Identify students currently in your local education agency (LEA) who are experiencing foster care by having the appropriate LEA authorized user run the **MSDS Direct Certification-Student Roster Report** within the Michigan Student Data System (MSDS).
  - b. Establish regular meetings review the student lists with appropriate pupil accounting personnel, Title staff and LEA Foster Care Liaison to ensure all approved programs are offered to this group of students. Consider meeting every two weeks to review and update student lists.
3. LEA Foster Care Liaisons should share educational information and student status' abiding by FERPA standards, with all appropriate staff in the LEA; teachers, counselors, administrators, assessment coordinators, coaches, special education personnel, Title and/or 31a staff, food and nutrition personnel, transportation coordinators, etc.
  - a. Develop procedures for communicating regularly about student status and changing student needs.
    - i. If the LEA has students attending at the high school level, conduct a transcript audit as early as possible to ensure the student is placed into appropriate courses. The foster care liaison should advocate for as many transfer courses as possible. Additionally, it may be necessary to develop a credit recovery plan to remediate any missing or incomplete courses.
4. Ensure that the LEA has submitted a Foster Care Transportation Plan/Procedure into the Grants Electronic Management System (GEMS) by October 1, 2018.
  - a. [Foster Care Information](#)
5. Ensure that appropriate LEA staff know who the County Point of Contact(s) are for the Department of Health and Human Services (DHHS) and all Child Welfare Agencies (CWA) for the surrounding areas (link below).
  - a. [Every Student Succeeds Act Information](#)
  - b. Establish communication between all CWAs to ensure regular, on-going review of transportation processes continue to meet student and agency needs.
  - c. Be available for Best Interest Determination discussion for proper school placement.
6. Ensure students identified by the MSDS Direct Certification-Student Roster Report process as foster care, are regularly attending school.
  - a. Review program availability (Title I, 31a, etc.)
    - i. REMEMBER: all LEA approved programs **MUST** be offered to students in care regardless of building of attendance!
  - b. Review attendance
  - c. Review discipline
  - d. Review course completion and other relevant grading issues
  - e. Ensure student is receiving free meals
7. Communicate regularly with students' foster families and/or case workers about students' successes or challenges.
  - a. Arrange meetings as needed for aligning appropriate and necessary supports within the school.
  - b. Discuss and review transportation needs regularly with all parties.
  - c. Review remediation needs to ensure academic progress.
  - d. Coordinate appropriate school services to meet Individual Education Program (IEP) goals.