

Education Passport Policy

Policy Number:	IA 61.00, OCM 61.00
Subject:	School and child welfare agency information sharing
Previous Version:	April 10, 2018
Release Date:	December 13, 2018
Contact Div/Bur/Sec:	Division of Milwaukee Child Protective Services (DMCPS)
Contact Name/Phone:	Charmian Klyve, Division Administrator, charmian.kylve@wisconsin.gov , 414-343-5749

Any information referenced within this document is considered to be a part of this policy with the exception of the “related resources” section.

Summary:

This policy outlines the expectations and requirements for information sharing between Wisconsin school districts, contracted child welfare agencies, and the Division of Milwaukee Child Protective Services (DMCPS) regarding the school enrollment of children entering, changing or exiting out-of-home placement. This policy is in compliance with Wisconsin State Statute [48.357 and 48.64\(1r\)](#), [Ongoing Standards](#), and [DSP Memos](#) 2015-14, 2010-11i, and 2017-08i.

Policy:

Collaboration and information sharing must be achieved within two business days of a placement change or temporary physical custody (TPC) through the use of the Education Passport form. This form is available in eWiSACWIS. The Education Passport form is completed by a DMCPS Initial Assessment specialist (IAS) or Ongoing Case Manager (OCM) to support the educational success of a child who is entering, changing, or exiting out-of-home care.

For cases in Initial Assessment, it is the IAS' responsibility to fulfill the requirements of this policy until the case is successfully transferred to a contracted agency at the case transition meeting ([DMCPS Policy IA 32 OCM 1](#)). For cases open with an OCM – including if a case in ongoing is re-opened in Initial Assessment (a shared case) - it is the OCM's responsibility to fulfill the requirements of this policy.

The Every Student Succeeds Act (ESSA) enables child welfare agencies and public schools to share information. While the ESSA does not state that child welfare agencies must share information with private schools (or vice versa), DMCPS requires that the education passport is shared with public and private

schools the child is enrolled in, entering, and/or exiting to allow for more collaboration between the child's educational team and the child's child welfare team.

Children/Youth who need an Education Passport:

This policy is applicable to all DMCPs children of school age (3 to 20 years old) who are entering, changing or exiting out-of-home care (OHC) placement. Placement types may include (but are not limited to):

1. Placement in the home of a parent or guardian (excluding IIHS cases)
2. Licensed foster or treatment care home
3. Licensed or unlicensed relative (includes Court-Ordered Kinship)
4. Unlicensed Non-Relative
5. Assessment Centers
6. Group Homes
7. Residential Care Centers (RCC)
8. Supervised Independent Living placements
9. Other Court-Ordered placements

Procedures:

Completing the Education Passport

An Education Passport must be completed within two business days in all of the following situations:

1. When TPC has been granted by the Court and a child has entered out-of-home care (OHC)
 - a. The Education Passport should not be sent to the school(s) until after a court grants TPC.
2. Any subsequent changes of out-of-home placement (even if the child is not changing schools)
3. Any school change initiated by the parent or legal guardian or authorized by the DMCPs under the [DMCPs School Change Request Policy](#)
 - a. If a child is changing schools (in compliance with the DMCPs School Change Request for Children in OHC policy), the education passport form must be submitted to the child's school of origin and the new school the child is enrolling in.
4. Any changes in the child's information on the Education Passport (i.e. when transportation changes for the child, family interaction plan changes to allow unsupervised contact, etc.)

5. When the child is placed in the parent/legal guardian's home on a trial reunification or reunification.
6. When a child is no longer subject to a CHIPS/TPC Order.

Documentation:

1. Complete the Education Passport in eWiSACWIS. See the [DMCPS Job Aid for guidance](#).
2. IAS/OCM must send a copy of the Education Passport electronically to the school district. In the email, the IAS/OCM must state the following:
 - a. whether a school change is or is not being requested
 - b. whether transportation is or is not needed

Transportation for Children/Youth in OHC

For students attending a Milwaukee Public School (MPS), submitting the Education Passport to the school district contact triggers a request to MPS to change the child's transportation plan (when necessary). If a school change has been requested for the child, the DMCPS Community Liaison will facilitate a best interest determination meeting, which will determine if the child should change schools and address transportation for the child. See *Appendix A – DMCPS and Milwaukee Public Schools: Transportation Process when a Child Changes Schools* for more information.

If no Education Passport is submitted, the transportation process will not begin. The transportation section of the Education Passport must be filled out following the guidance provided in the Education Passport Job Aid. Failure to complete the transportation section will likely increase processing time.

Note: For Non-MPS schools, the assigned IAS or OCM will initiate a change in the student's transportation plan by contacting the school district or private school.

When a child's school transportation arrangements are being processed, the assigned IAS or OCM is responsible for ensuring transportation arrangements are in place for the child. The transportation change process should take no more than 14 calendar days.

If a child is placed at an Assessment Center or Group Home, it is the responsibility of that facility to provide transportation to and from school, in accordance with their contract with DMCPS.

Roles and Responsibilities:

IAS and IA supervisors: After the TPC hearing, IAS must submit a completed Education Passport for each school-aged child/youth to the School District contact(s).

DMCPS Community Liaison: Facilitate best interest determination meetings when a school change is requested for a child in OHC.

Ongoing Case Management Agencies and Supervisors: Update the Education Passport when required and submit the updated Education Passport for each school-aged child to the School District

School District Contacts: Receive the Education Passport and distribute to all parties in the child's school that need to know the information contained in the Passport, and determine if transportation can be provided by the school in compliance with the [Every Student Succeeds Act](#).

Related Resources:

- Appendix A - DMCPS and Milwaukee Public Schools: Transportation Process when a Child Changes Schools
- [DMCPS Job Aid: Education Passport](#)
- DMCPS [Education Passport Flowchart](#)
- DCF [Caseworker Desk Guide: Information Sharing with Schools](#)
- Department of Children and Families (DCF) and Department of Public Instruction publication "Education Services for Children placed in Foster Care July 2010
- [DSP memo 2017-08i](#)
- [Education Passport Quick Reference Guide for eWiSACWIS documentation \(2015\)](#)
- [eWiSACWIS Milwaukee Education Passport Training \(2015\)](#)
- [Ongoing Standards](#)

DMCPS Policies and Memos

- Case Transition Policy (IA 32.00 OCM 1.00) and Memo
- School Change Policy (IA 3.00, OCM 13.00)
- Placement Referral Unit Policy (IA 51.00 OCM 52.00 IIHS 13.00)
- Pre-Disposition Notice of Change of Placement Policy (IA 53.00 OCM 55.00 IIHS 15.00)
- Education Point of Contacts Memo

Appendix A – DMCPs and Milwaukee Public Schools: Transportation Process

In accordance with the Every Student Succeeds Act (ESSA) and guidance issued by the Wisconsin's Department of Children and Families Secretary and State Superintendent of Public Instruction, the information below provides additional guidance about how transportation is provided, arranged and funded. This process only applies when the student's school of origin or residence is within the Milwaukee Public School (MPS) District. This process is executed if a school change is approved in compliance with Division of Milwaukee Children Protective Services (DMCPs) [School Change Request Policy](#).

Transportation Process when a child is changing schools within MPS

- The IAS/OCM sends the education passport electronically to the MPS central office (fpn@milwaukee.k12.wi.us), and explains in the email and education passport that transportation is needed.
- MPS processes the education passport and the school social worker (SSW) works with the MPS attendance secretaries to make the transportation request.
- Then MPS (either the SSW or Building Secretary) notifies the case manager and foster parent if transportation has or has not been set up.

Transportation Process when a child is entering or leaving the Milwaukee Public School District

1. After an education passport is received by the OCM, MPS determines if they can accommodate the request.
2. The MPS Transportation Secretary either requests a route change or determines if accommodations can be made and notifies the case manager, placement provider, ongoing agency, and other school district.
3. When all parties have agreed on the transportation arrangements:
 - a. MPS is billed the entire expense and invoices the responsible parties.
 - b. Transportation designee at each Ongoing agency are the Director of Administrative Services (Darlene Pawluk) at SaintA and Lead Service Coordinator (Rebecca Clearly) at Children's Hospital of Wisconsin Community Services