



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

Re: *Notice to School: DHS supervision of a child*

Dear

You are being contacted by the Department of Human Services (DHS) with important information regarding the child below. If you are receiving this notice in error, please contact DHS.

Child's Name	Date of Birth
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Official notification: Please contact the caseworker using the contact information at the end of this letter to discuss the following:

- Acknowledge this notification that DHS is providing supervision of the child
- Assistance with the selection of the appropriate educational placement
- Assistance with the transfer of education records to new education setting
- Other concerns relating to the child

Legal authority: Iowa Code 232.2(4)m requires DHS ensure and provide documentation of the educational stability of the child while in foster care including, but not limited to, an assurance either that the department coordinated with appropriate local educational agencies to identify how the child could remain in the educational setting in which the child was enrolled at the time of placement or, if it was determined it was not in the child's best interest to remain in that setting, that the affected educational agencies would immediately and appropriately enroll the child in another educational setting. Iowa Code section 280.29 requires a school district or an accredited nonpublic school, upon notification by an agency of the state that a child in foster care is transferring from one school to another, to provide for the transfer of all of the educational records of the child not later than five school days after receiving the notification. The receiving school is required to provide immediate and appropriate enrollment.

Consent and release of information: Any information provided or received, including this notice, shall be kept confidential and provided to only persons within your agency on a "need to know" basis. The Uninterrupted Scholars Act, which amended FERPA, permits the sharing of this notification and student information sharing with the case manager of a child in foster care without a signed release from the parent or guardian. (Health, substance abuse, child protection, and HIV information requires specific consent under the law and, therefore, is *not to be released* using this authorization.)

School officials with questions in regards to this form or transfer of records may contact the Iowa Department of Education: Susan Walkup at susan.walkup@iowa.gov.

Thank you for your prompt attention to this matter. Please contact the caseworker using the information below:

Caseworker	Title
Office Address	
Email @dhs.state.ia.us	Office Phone