



Foster Care Tab

Foster Care Tab

The Foster Care tab indicates whether a student is in Foster Care. A start and end date is associated with each instance of a Foster Care record. These records are not tied to student enrollments or calendars.

Year: 18-19 School: Cedar Hill Elementary School Calendar: 18-19 Cedar Hill Elementary Sc

Index Search < [Student Name] Nickname: [Redacted] Legal Medical Health Condition

Grade: [Redacted] DOB: 07/13/2011 Gender: M

Search Campus Tools

Valerie Hoover

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Foster Care

New Save Delete Print Summary Report

Foster Care	Start Date	End Date
School of Origin		
Cedar Hill	09/13/2018	

Foster Care Detail

Start Date: 09/13/2018 End Date: [Redacted]

School of Origin: Cedar Hill

Comments (up to 255 characters): [Redacted]

Modified By: Wolfrum, Maria 10/10/2018 11:16 AM

Field	Description
Start Date <i>Required</i>	Indicates the date the student was first considered to be in Foster Care program. Dates are entered in <i>mmddyy</i> format, or can be chosen by clicking the calendar icon
End Date	Indicates the date the student was no longer considered to be in the Foster Care Program. Dates are entered in <i>mmddyy</i> format, or can be chosen by clicking the calendar icon.
School of Origin <i>Required</i>	Indicates the school in which the student is enrolled at the time of placement in Foster Care
Comments	Lists any additional information related to the student's placement into Foster Care or movement out of Foster Care.

Entering a Foster Care Record

Click the **New** icon. A **Foster Care Detail** editor displays.

1) Enter the student's **Start Date** for Foster Care

The screenshot shows the 'Foster Care' section of a student record. The 'New' button is highlighted with a red box. Below it, the 'Foster Care Detail' form is visible. The 'Start Date' field is highlighted with a red box, and a mouse cursor is pointing at it. The 'School of Origin' field is also visible, with a mouse cursor pointing at it. The 'End Date' field is empty. The 'Comments' field is also visible.

Year: 18-19 School: Cedar Hill Elementary School Calendar: 18-19 Cedar Hill Elementary Sc

Index Search < [Student Name] Nickname: [Redacted] Legal Medical Health Condition

Grade: [Redacted] DOB: 07/13/2011 Gender: M

Foster Care

+ New Save Delete Print Summary Report

Foster Care	Start Date	End Date
Cedar Hill	09/13/2018	

Foster Care Detail

*Start Date: 09/13/2018 End Date: [Redacted]

School of Origin: [Redacted]

Comments (up to 255 characters): [Redacted]

Modified By: Wolfrum, Maria 10/10/2018 11:16 AM

2) Enter the **School of Origin** for the selected student. The School of Origin is the school the child was enrolled in, before placement in foster care.

The screenshot shows the 'Foster Care Detail' form. The 'School of Origin' field is highlighted with a red box, and a mouse cursor is pointing at it. The 'Start Date' field is also highlighted with a red box. The 'End Date' field is empty. The 'Comments' field is also visible.

Year: 18-19 School: Cedar Hill Elementary School Calendar: 18-19 Cedar Hill Elementary Sc

Index Search < [Student Name] Nickname: [Redacted] Legal Medical Health Condition

Grade: [Redacted] DOB: 07/13/2011 Gender: M

Foster Care

+ New Save Delete Print Summary Report

Foster Care	Start Date	End Date
Cedar Hill	09/13/2018	

Foster Care Detail

*Start Date: 09/13/2018 End Date: [Redacted]

School of Origin: Cedar Hill

Comments (up to 255 characters): [Redacted]

Modified By: Wolfrum, Maria 10/10/2018 11:16 AM

3) Enter any **Comments** related to the student's Foster Care record.

The screenshot shows the 'Foster Care' record editor for a student named Valerie Hoover. The interface includes a sidebar with navigation options like 'Student Information', 'Program Participation', and 'Foster Care'. The main area displays the 'Foster Care' record with fields for 'School of Origin' (Cedar Hill), 'Start Date' (09/13/2018), and 'End Date'. A red rectangle highlights the 'Comments (up to 255 characters)' text area, which is currently empty. The 'Save' button is visible in the top right of the record editor.

4) Click the **Save** icon when finished. The new record is visible in the Foster Care Editor

This screenshot shows the same 'Foster Care' record editor, but now the 'Save' button is highlighted with a red rectangle and a mouse cursor is clicking it. The 'Comments' field remains empty. The 'Foster Care' record is visible in the main area, showing 'School of Origin' as Cedar Hill and 'Start Date' as 09/13/2018. The 'Save' button is located in the top right of the record editor.

5) Next, scan the placement letter received from the agency that has guardianship of the child. Label the document with the student's name.

6) Click the **Documents** tab while still in the Foster Care tab.

The screenshot shows the Infinite Campus District Edition interface. At the top, there are filters for Year (18-19), School (All Schools), and Calendar (All Calendars). Below these are tabs for Index, Search, and Foster Care. The Foster Care tab is active, and within it, the Documents sub-tab is highlighted with a red box. A mouse cursor is pointing at the Documents sub-tab. The Foster Care section includes buttons for New, Print Summary Report, and Documents. Below these buttons is a table with columns for School of Origin, Start Date, and End Date. The table contains one row with the value JAC and the date 08/16/2018.

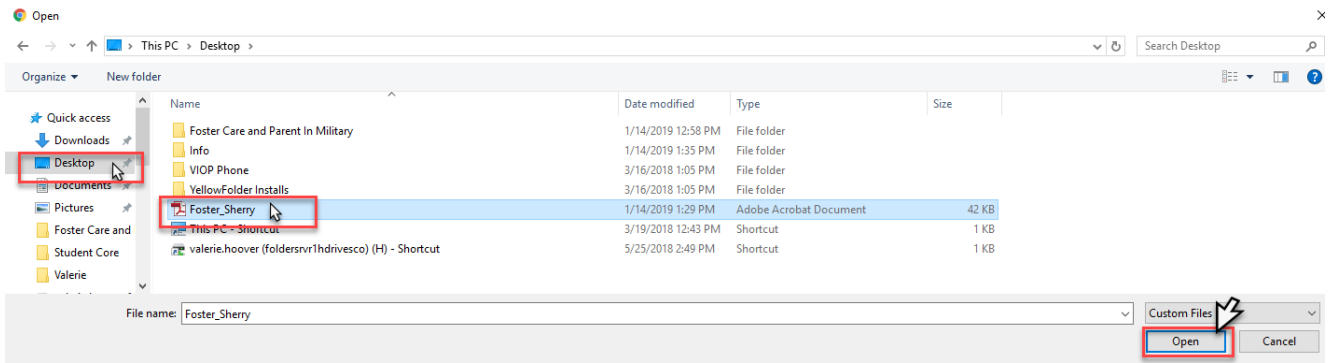
7) Click **Upload Document**.

The screenshot shows the Infinite Campus Upload Document window. At the top, there is a red box around the Upload Document button, with a mouse cursor pointing at it. Below the button is a table titled Document List. The table has columns for Date Uploaded, Name, File Description, Campus Tool, and File Size. Below the table, there is a message: No documents have been uploaded for the person selected.

8) Make sure the consent box is checked and then click **Add Files**.

The screenshot shows the Infinite Campus Upload Document window. At the top, there is a red box around the Upload Document button, with a mouse cursor pointing at it. Below the button is a table titled Document List. The table has columns for Name, Description, Campus Tool, and Size. Below the table, there is a red box around the Add Files button, with a mouse cursor pointing at it. Below the Add Files button, there is a checkbox labeled I consent to be bound by the Terms and Conditions of the Acceptable Use Policies of both the District and Infinite Campus. The checkbox is checked. At the bottom right, there are buttons for Cancel and Upload.

9) Locate the scanned copy, select it and then click **Open**.



10) Type in the description as **FC** with the **date** (mm/dd/yy) you are uploading the document. Then click **Upload**.

Upload Documents

Name	Description	Campus Tool	Size
Foster_Sherry	FC081618	Student Information > Program Participation > Foster Care	0.04 MB

Add Files Max File Size: 3MB

☒ I consent to be bound by the Terms and Conditions of the [Acceptable Use Policies](#) of both the District and Infinite Campus.

Cancel Upload

11) The document will now be shown as uploaded on the student's Foster Care tab under the Documents tab.

Infinite Campus

Upload Document

Document List					
	Date Uploaded	Name	File Description	Campus Tool	File Size
	01/14/2019 1:51 PM	Foster_Sherry	FC081618	Student Information > Program Participation > Foster Care	0.04 MB

Modifying a Foster Care Record

To modify a Foster Care record, select it from the editor and enter the new information (end date, new comments, etc.).

- If a record was entered in error, click the **Delete** icon to completely remove it.
- Overlapping records are not allowed.
- If a new record is added before an existing record has an end date, a warning message displays. Enter an End Date on the existing record before adding a new record.
- If a new record is added with a start date that is between the start and end dates of a historical record, a warning message displays. Verify the entered date on the new record is correct.

When a student moves out of Foster Care placement, remember to make any necessary relationship and household changes as well. Some scenarios of when changes should be made are below:

- 1) If the student is no longer living with the foster family and has moved out of district:
 - Edit the record in the Foster Care tab by entering an **End Date**.
- 2) If student is adopted by the foster family or the foster family receives guardianship through the court:
 - Edit the record in the Foster Care tab by entering an **End Date**.
 - Change the relationship of the foster parent to the new appropriate relationship (father, mother, grandparent, aunt, uncle etc.)
 - Upload any adoption or guardianship documents received for the student, to the student's relationship tab.
 - End date the MO Children's Division or Every Child's Hope relationship and uncheck the guardian check box.
 - End date any caseworker relationships
 - Update any non-household contacts.
- 3) If the student is removed from the original foster family and has been placed with another foster family within our district boundaries:
 - The Foster Care tab should not end dated. The student is still in Foster Care and School of Origin may not change.
 - End date the student from the original Foster Care household.
 - End date the original foster parent(s) relationships to the student in the Relationship tab.
 - Remove the emergency priority number, uncheck the guardian, mailing, portal and messenger boxes next to the original foster parents in the relationship tab.
 - Create a new household for the new foster family or if the new foster family is already in the system, add the foster care student to their household.
 - Update any information on the new foster family like address or contact numbers.
 - The relationship of foster parent, foster grandparent FC/Aunt etc., should be selected for the new foster care guardians in the Relationship tab and a start date should be given.
 - Check the guardian, mailing, portal and messenger boxes next to the new foster parents in the relationship tab and enter a start date.
 - The foster child's appropriate relationship to other students, already in the household should be identified appropriately. If the other students in the household are not

related to the foster child, the relationship should be “Other” and start date should be entered.

- Add any new non-household contacts and their phone numbers and end date any non-household contacts no longer valid.
 - An emergency priority number should be given to the new foster parents as well as non-household contacts in the Relationship tab.
 - Remove the priority number from non-household contacts that are end dated.
- 4) If the student is removed from the foster family and has been placed back with their parent, and the parent lives within the district:
- Edit the record in the Foster Care tab by entering an **End Date**.
 - End date the student from the Foster Care household.
 - End date the original foster parent(s) relationships to the student in the Relationship tab
 - Remove the emergency priority number, uncheck the guardian, mailing, portal and messenger boxes next to the original foster parents in the relationship tab.
 - End date the MO Children’s Division or Every Child’s Hope relationship and uncheck the guardian check box.
 - End date any caseworker relationships
 - Create a new household for the parent or if the parent already has a household in Infinite Campus, add the student to the parent’s household.
 - Update any information on the family like addresses or contact numbers. Also, update the relationship tab and identify each relationship.
 - Add any new non-household contacts and their phone numbers and end date any non-household contacts no longer valid.
 - Remove the priority number from non-household contacts that are end dated.
- 5) If the student is placed back with their parent and on a trial basis and the parent lives in the school district:
- Edit the record in the Foster Care tab by entering an **End Date**.
 - End date the student from the Foster Care household.
 - End date the foster parent(s) relationships to the student in the Relationship tab
 - Remove the emergency priority number, uncheck the guardian, mailing, portal and messenger boxes next to the foster parents in the relationship tab.
 - The MO Children’s Division or Every Child’s Hope relationship will remain as they are still considered the guardian until the placement is no longer considered a trial basis.
 - The caseworker relationships will remain until the parent provides a letter from the appropriate agency (MO Children’s Division or Every Child’s Hope).
 - Create a new household for the parent or if the parent already has a household in Infinite Campus, add the student to the parent’s household.
 - Update any information on the family like addresses or contact numbers. Also, update the relationship tab and identify each relationship.
 - Add any new non-household contacts and their phone numbers and end date any non-household contacts no longer valid.
 - Remove the priority number from non-household contacts that are end dated.

In #4 and #5 there should be a letter provided from the appropriate agency so that we have confirmation of the placement back into the home.