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Out-of-Home (Foster Care) Student Service Procedures

School personnel can be notified of a student in an Out-of-Home/Foster Care in a variety of ways: new enrollment, a phone call from a foster parent, or notice from the County. If new enrollment, a records request is sent to the previous school by the District Registrar. When a staff member becomes aware of a student in foster care and who is in need of service, the following steps will be taken:

1. School personnel contacts the School Social Worker. If the social worker is unavailable, school personnel will contact the Special Services Department.
2. Social Worker contacts family.
3. Social worker confirms the out-of-home placement, completes the Identification Form, and sends it to Special Services.
4. Special Services updates demographic information, updates Foster Care Program Participation tab in Infinite Campus, and communicates status (including demographic changes) to the building principal, social worker, secretary, literacy coach, district database manager, and open enrollment coordinator.
5. Special Services updates Foster Care Transportation Plan. Emails plan and Foster Care Educational Stability document with CWA to appropriate County Contact.
6. Special Services makes necessary changes to general school fee(s) and meal status information in the Student Information System.
7. If needed, Special Services will set up transportation, coordinating with the Building and County Social Workers.
8. School social workers will follow-up with the family every 30 days. If school personnel is notified of a change in address, housing situation, etc, the school social worker will be notified of the change.