

Example: Email for Scheduling of Best Interest Determination

Choose a date that allows time for all parties to make sure their schedules can be made available for the meeting. The email should be sent to the student's current school of origin (all necessary attendees), DCYF staff, **and** the new school district foster care liaison. If the student has an IEP, include that information in the meeting invite so that appropriate staff can attend.

TO: All Appropriate Parties

A Best Interest Determination (BID) Meeting is scheduled for (date) _____.
A (Zoom/Teams) invite will be forwarded shortly/is attached. Below is information regarding the student.

Student Name: _____

DOB: _____ Student ID No. _____

DCYF Casework (Name, phone number, email) _____

Student is currently enrolled at (school name) _____

Within the (school district) _____

In grade _____



Student has/will have a change in placement on (date)

Student is in Special Education (yes/no; IEP/504)

New caregiver name: _____

New caregiver address: _____

New caregiver phone number: _____

New caregiver email: _____

[If the student is in special education, include this paragraph]:

With (student name) _____ IEP/504 needs we would ask that when you receive this invite please share with the staff that work with the student on the special education services. For the potential receiving school district, please invite the appropriate district staff for special education (i.e. Director of Special Education, Building Counselor, Principal/Vice Principal, and other staff that would be working with the student).

If you have any questions, please feel free to contact me at (phone number)
