

Best Practices: Best Interest Determination Meeting Process

1) Notification

DCYF notifies the LEA of origin of a new placement in foster care or when a change in foster care placement occurs through the School Notification Form.

- The School Notification Form can be accessed at <https://dcyf.wa.gov/node/1812>

2) Schedule Best Interest Determination Meeting

The Foster Care Liaison of the receiving district of the School Notification Form will schedule the Best Interest Meeting with the DCYF Regional Education Lead.

- [Sample Scheduling Email](#)

3) Attendees and Formats

Anyone who can add meaningful input regarding the student and which school placement is in their best interest. Format for the meeting should be decided based on participants ability to attend.

- [Sample Meeting Agenda](#)

4) Meeting Procedure

Input from participants is vital in making informed decisions regarding school placement. There are many factors to consider for student stability and success.

- [Considerations and Questions for Best Interest Determination Meeting](#)

5) Best Interest Determination: Stay at School of Origin

Determination to remain in the school of origin next steps: 1) arrange transportation and 2) ensure that the school Building Point of Contact is aware of student status.

- [School Placement Decision](#)
- [Transportation Shared Cost Procedure](#)



6) Best Interest Determination: Move to New School

Determination to move to school near placement next steps: 1) expedite transfer of records; 2) arrange transportation; and 3) communicate with LEA peers at new school for a warm hand-off.

- [School Placement Decision](#)
- [Enrollment Guidance](#)

Documenting Best Interest Determination Meetings

To keep track of your school district Best Interest Determination Meetings, you can download and customize the [Example: Best Interest Determination Tracking Database](#). This will allow your school district to have documentation of these required meetings.