

Example: Best Interest Determination Meeting Agenda

1. **Introductions**
2. **Purpose of the Meeting** (Student centered meeting to determine which school placement is in the best interest of the student. Based on collaboration. Determination is made as a team, not by one entity.)
3. **Report from caregiver/parent** (Is the student communicating any needs or concerns around school? How is the student doing in school from caregiver perspective? Are there any challenges with school currently?)
4. **Report from the school of origin** (How is the student doing in school – academically, socially? Are there special education needs that need to be considered? How are needs currently being met? What is working for the student and what doesn't? What impact will transferring to a new school have on the student's progress and services?)
5. **Student** (Student voice is important to have if age appropriate. What school does the student prefer? How deep are the student's ties to their school of origin? Are there any ongoing issues in the school setting that are affecting the student?)
6. **Possible receiving school** (Questions from the school. What is needed for smooth transition?)
7. **Conclusion** (What is the final decision of transfer? Date of transfer? What do either school district need from DCYF? Fill out Placement Decision Form.)

**Note – if a transfer occurs, DCYF workers should remember to send out a School Notification Form for the school of origin (indicating a transfer and effective date) and the receiving school (effective enrollment date).*

