

Foster Care Building Points of Contact Checklist

Day 1: Welcoming Students

When students enter foster care and/or must change schools, several vital objectives should be completed on the student's first day.

First, make sure you have a copy of the DCYF [School Notification Form](#). If you don't ask the Foster Care Liaison or DCYF social worker for a copy.

Second, if the student has an [IEP or 504](#) plan, connect with their special education teacher or IEP case manager immediately. There should be no disruptions to the student's IEP or 504 services and accommodations.

Building points of contact should ensure the student:

- Has someone to welcome them, introduce them to key people at the school (teachers, school counselor, principal), and give them a tour of the school.
- Has their schedule and know how to get to class.
- Is provided all necessary school supplies.
- Knows where the cafeteria is and the process for getting lunch.
- Knows how they are getting to and from school.
- Knows how to find their locker, the bathrooms, the nurse's office, etc.

Weeks 1 and 2: Helping Students Settle into a New School

As the student gets settled, make sure:

- All fees/fines are paid (sports, books, etc.)
- Student has online access to grades and homework.
- Student and caregiver know the attendance policy of the school. Student has an adult that can help with homework.
- Student and caregiver know about available extracurricular activities.
- Student has access to necessary technology (Wifi in the home, Chromebook/Tablet, etc.)

Weeks Beyond and Duration of Time at School

- Create a connection and relationship with foster care student that they feel comfortable to come to you or at least one other supportive adult at school with anything they might need.
- Engage student in school community.
- Work with school to facilitate on-time grade level progression and graduation by consolidating unresolved coursework and providing alternative opportunities for credit



accrual. Connect with [Treehouse's Graduation Success](#) Program for students 8th to 12th grade.

- Provide excused absences and make up opportunities for time missed for mental health & medical appointments, court attendance, parent/sibling visits, or other child welfare appointments.
- Communicate regularly with your district Foster Care Liaison about the student and any challenges or needs they may have (and any celebrations!).