**2015-2016 Student Information Form Directions**

1. Complete the top section of the form (above the red line**) for all youth on your caseload in out of home placement regardless of age.** Please do so electronically (from your computer), as this is a fillable form intended to have drop downs.

NOTE: Copies of the forms can be accessed via the intranet and on CFSA’s website.

1. Fill out the appropriate selection below the red line based on the child’s age and education status.
2. If a court order changing the education decision maker to someone other than the biological or adoptive parent has been issued or requested, please attach a copy.
3. Update FACES with the information included on the form, double checking that all prior school information is end-dated and appropriately marked.
4. Print completed form to provide to OWB Education Specialists.

**FACES TIPS**

To begin, start on the “Client Education” screen. The items that are in **bold** are **required** **items**. Required items are highlighted in yellow.

**Entering Information- Kids Come into Care, Have Any School Change and the Start of School Year**

School/Day Care/College/University

* Click “New” at the bottom of the page.
* “**Type**” (Type of school) – Chose the appropriate option in the drop down menu. If the school falls in one of the following categories, indicate which school by using the drop down menu in “**Name**.”
  + DCPS and DC Charter Schools
  + Prince George’s County Schools

If you chose “Other” for this category, you will need to

1. “Specify School Name” – Type in the name of the school here
2. “Address” – Click on the “Edit” button. Enter the complete address of the school: street number, street, city, state and ZIP code.

* “**Grade Enrollment Date**” – Put the first day the students starts in the school placement.
* “Day Care” – Type in the name, phone number, extension, and enrolled date. To fill in “Address,” click on “Edit” then type in the address.

Please Note:If the student is in day care, you need to update the “Service Log,” as well. (These 2 pages are not linked.) The “Service Log” is found under the “Case” tab.

* Click “Save” at the bottom of the page.

Education

* Fill in the following fields with the drop down menu:
* **“Current Grade Level”**
* **“Grade Last Completed”**
* **“Education Status”** – If “Special Education” is the appropriate choice,
  + “Date of Last IEP” - Use the arrow and calendar.
  + “**Special Education Level**” – Use the drop down to indicate the type of special education service the child receives.
* **Enrollment Status** – **Chose “Attending.”** This is the only choice for the current school year. For previous years, this could be “**Promoted**,” “**Completed**,” “**Dropped Out**,” “**Expelled**,” etc. **“Attending”** should only be notedonce for current school placement.
* **Date Last Attended** – This is the date the student last attended this grade at this school and only needs to be filled out when the education entry has ended.
* Transportation – If OWB provides contracted transportation services for the client, put an “x” in this box.
* Click “Save” at the bottom of the page.

**Reviewing the Information about Previous Years**

Review all information to make sure the correct information is included in each of the categories. This needs to be reviewed for each of the previous years the student was in school.

**Updating for the Next School Year**

* + Enter the correct information for the new school year following the directions for “Entering Information When Kids Come into Care” (above).
  + Review Information from Previous Years (see above).