

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
CHILD IN FOSTER CARE SAMPLE NOTIFICATION LETTER
SAMPLE INITIAL NOTIFICATION LETTER/EMAIL FROM LDSS TO LEAs

Instructions:

- Send within two (2) days of entry into foster care or a change in foster care placement that could impact educational placement and BID is required
- Send one (1) copy via letter, fax or email to school principal and one (1) copy to file. Subject line of correspondence should indicate "CONFIDENTIAL: READ IMMEDIATELY REGARDING STUDENT IN FOSTER CARE IN YOUR SCHOOL" and if sent via email, please send using "High Importance" indicator.

DATE: / /

Dear:

The purpose of this letter is to notify you that one of your students has

- entered foster care or
- undergone a change in foster care placement.

This change for the student, _____ may impact their educational placement.

We are seeking your input on their educational best interest and school placement. This determination is required, under both state and federal law, and will help inform whether this student remains in their school of origin (your school) or immediately enrolls in a new school.

School placement changes have a profound impact on academic success and overall well-being, so your consideration of this student's educational needs is important.

Please respond to this letter by providing us with the name and contact information for the appropriate person at your school who can provide information about this student. We will be following up to contact this individual in preparation for making a best interest decision that must be made in the next five (5) days.

Please feel free to contact me with any questions.

Thank you,

Case Worker
LDSS/AGENCY:
PHONE:
EMAIL: