

# Blue Ridge ISD Foster Care Enrollment Procedures

Step 1

- Foster parent or designated caregiver, CPS worker, CASA, guardian ad litem, residential facility staff, Child Placing Agency, case manager, and biological parents may enroll student.

Step 2

- Verify legal documentation: DFPS Placement Authorization Form 2085 **OR** a Court Order naming DFPS as Temporary Managing Conservator or Permanent Managing Conservator.

Step 3

- Verify Proof of Residency (see [www.brisd.net](http://www.brisd.net) for specific information).

Step 4

- Verify Proof of Child's Identity: DFPS Placement Authorization Form 2085 or Court Order are accepted if the student's original birth certificate cannot be provided.

Step 5

- Immunization records (see notes below).

Step 6

- Campus principal and counselor review the student's DFPS Education Portfolio.

## Notes:

- Students under Foster Care must be enrolled immediately. There may be challenges, but all of these challenges cannot cause a barrier for immediate enrollment.
- If there are no appropriate immunization records, the CPS caseworker MUST:
  - Ensure that the child visit the doctor/health clinic to begin immunizations **AND**
  - Notify the school that immunizations have begun **AND**
  - Make sure that immunizations are completed and that the immunization records are submitted to the school as soon as possible.