



School Registration for Children in Out-of-Home Care

INFORMATION FOR CAREGIVERS and EDUCATORS

Children in out-of-home care or placement include those who are in resource families, group homes, teaching family homes, treatment homes and supervised transitional living homes. In meeting the needs of these children, all reasonable steps must be taken to register and ensure school attendance within 72 hours of placement. Every effort should be made for children to continue attending their current school if it is in the child's best interest. A child placed in a resource home who changes schools must be immediately enrolled in their new school (they remain registered in their parent's district) as per state and federal law.

How to ensure a child's placement in school:

- Department of Children and Families (DCF) agency case manager will provide the caregiver with the Resource Family Identification Letter (CP&P 5-49) or other agency letter to enroll the child in school.
- Caregivers should contact the local school district to determine how and where to register a child. However, the caregiver, agency case manager and school district representative are bound by the following requirements:

Requirements for Registration:

1. Caregiver must provide proof of residency, which includes a deed, lease, utility bill, driver's license or other document that attaches the caregiver to that address.
2. The Resource Family Identification Letter or other agency letter, provided by agency case manager, confirming that the child is being cared for by the caregiver.

Requirements for Attendance:

1. Evidence of Immunization (available through agency case manager)
2. Birth certificate or other proof of child's identity (available through agency case manager). This is required within 30 days of enrollment. The Resource Family Identification Letter can also be used if other proof is not available.

NOTE: A social security number is not required.



Important Documents to Ensure the Appropriate Placement in a New School's Educational Program:

- Transfer card from previous school (if the child is transferring schools)
- Pupil records including transcript and Individualized Education Program (IEP), if applicable.

NOTE: This information can be requested by the new school or provided by the agency case manager.

To resolve problems in registering a child in out-of-home placement, contact your County Superintendent of Schools.
To identify your County Superintendent, go to www.nj.gov/education.

