

## PROCEDURE

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<b>Series:</b>	<b>Operating Procedures</b>	<b>COA:</b>
		<b>CFOP: N/A</b>
<b>Procedure Name:</b>	Every Student Succeeds Act (ESSA)	
<b>Procedure Number:</b>	OP-1214	
<b>Reviewed Date</b>	02/28/2020, 4/16/24, 10/10/2025	
<b>Revision Date:</b>	N/A	
<b>Effective Date:</b>	January 1, 2017	
<b>Applicable to:</b>	All Children in Out Of Home Care	

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**PURPOSE:** To establish requirements and the process for the coordination of school placement to ensure educational stability for children in foster care.

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### **PROCEDURE:**

Reference: 65C-14.117, Brevard Public Schools *Sections* 1111(g) (1) (E) and 1112(c) (5) of the Elementary and Secondary Act

### **PURPOSE:**

On December 10, 2015, President Obama signed into law The Every Student Succeeds Act (ESSA). ESSA reauthorizes the Elementary and Secondary Education Act (ESEA), a 1965 federal law governing education last reauthorized as the No Child Left Behind Act in 2002. Among its provisions, the law now requires states to ensure protection for vulnerable youth in the foster care and juvenile justice systems. These include school stability and transportation, mandatory data reporting, and agency collaboration.

Maintaining the child's school stability while in out-of-home care is first priority, unless remaining in the school of origin is not in the best interest of the child. Any decision that remaining in the school of origin is not in the child's best interest must be documented in FSFN and provided to the child's new school

### **PROCESS:**

1. Within one business day of notification of placement, the FPOCF designee submits an ESSA request to the assigned CPI/DCM to complete the School Stability Checklist Form with the child. A request is also sent to the school of origin to have them complete the School of Origin Input Form and provide any additional information to include, grades, attendance, IEP, etc. to be submitted to FPOCF designee within two business days.
2. Once both forms are received from CPI/DCM and the School, a calendar invitation is submitted by the FPOCF designee with time, date, and conference line information. All

school checklists and input forms are attached for review for the team to discuss during the staffing.

3. The following considerations are assessed to make a Best Interest Determination:
  - a) The child's desire to remain in the school of origin
  - b) The preference of the child's parents or legal guardian
  - c) The child's cultural and community connections in the school of origin
  - d) The ability to implement a 504 Plan, I.E.P. or other special education services if applicable
  - e) The impact a change would have on academic credits and progress towards promotion
  - f) The availability of extracurricular activities important to the child
  - g) The child's medical and behavioral health needs
  - h) The child's permanency goal and timeframe for achieving permanency
  - i) The child's history of school transfers and how they have impacted the child
  - j) The length of commute and how it would impact the child
4. During the ESSA Staffing a Best Interest Determination is made to identify if the youth should remain in their school of origin or if they are able to transition to the school zoned for their out-of-home placement. Dispute Resolution: The Family of Agencies is considered the final decision maker in making the best determination.
5. The Best Interest Determination Form is completed by the FPOCF designee and is submitted to the CPI/DCM and School of Origin within two business days of the ESSA staffing.
6. If there is a need for school transportation, the FPOCF designee will send the Transportation Request to School Transportation Supervisor, who then processes the request.
7. Transportation services will forward the bus route to the Public School Designee and copy the FPOCF designee. The FPOCF designee will provide a copy of the route to the Case Management designee, and the School will provide a copy of the bus route to the student to notify the Guardian and/or Foster Parent.

Staffing is completed by the FPOCF Designee in FSFN within two business days.

BY DIRECTION OF THE PRESIDENT AND  
CHIEF EXECUTIVE OFFICER



PHILIP J. SCARPELLI  
President and Chief Executive Officer  
Family Partnerships of Central Florida

APPROVAL DATE: 10/23/2025