

# Education Portfolio

Student \_\_\_\_\_

DOB \_\_\_\_\_

/ /

## CONFIDENTIAL INFORMATION

This Portfolio contains confidential information regarding the above-named student. Federal and state laws prohibit release or disclosure of this information except to appropriate individuals, for the limited purpose of identifying and meeting the child's educational needs. Disclosure, distribution, or use of this information is subject to all applicable federal and state laws.

If you are not currently authorized to access this information, please contact the authorized individuals named on the School Contact page immediately so that the Portfolio can be returned to the appropriate person.



TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES

# Education Portfolio

## School Contact Information

DATE: \_\_\_\_\_

Child's Name \_\_\_\_\_ DOB \_\_\_\_\_

Caseworker \_\_\_\_\_ Phone # \_\_\_\_\_

Child Social Security # \_\_\_\_\_

Caregiver Name \_\_\_\_\_

Caregiver Phone: home: \_( ) \_\_\_\_\_ cell: \_( ) \_\_\_\_\_

Current Grade: \_\_\_\_\_

Current School Attending \_\_\_\_\_

School Address \_\_\_\_\_

School Phone ( ) \_\_\_\_\_

School Contact Person and Position \_\_\_\_\_

Additional Information: \_\_\_\_\_

# Education Portfolio

# Appendix 4000-A Education Checklist

This checklist will be filled out in conjunction with the removal/conservatorship of a child resulting in a foster or kinship care placement. The checklist will be used with each subsequent placement change.

**Instructions:**

1. Use the "Disability/Delay Screening Tool" to determine if the child has any "special needs". "Special needs" might indicate a need for ECI or Special Education.
2. Follow the directions in Checklist for ALL Children".
3. Find the checklist for the appropriate Age/School group of the child. Follow the directions in that checklist.
4. Place all information and records collected into the Education Portfolio of the child.
5. Pass the Education Portfolio to the receiving caseworker along with the case file.

Child name:

Date of Birth:

Date of Removal:

CPS Caseworker:

Phone:

## Disability/Delay Screening Tool

**Medical/ Psychological Diagnoses:**

- ADD/ADHD
- Asthma
- Autism
- Blind/ Visual Impairment
- Brain Injury
- Deaf/Hearing Impairment
- Dyslexia
- Emotional Disturbance
- Learning Disability
- Long-term Serious Illness
- Gifted and Talented Learner
- Mental Retardation
- Multiple Disabilities
- Non-ambulatory
- Speech
- Other:

**Caseworker Observations:**

- Cognitive Delay
- Frequent Inappropriate Behaviors
- Lack of Coordination
- Lack of Social Skills
- Motor Delay
- Multiple CPS referrals made by school staff
- Parent unable to control child behavior
- Pregnancy
- Speech Delay/ Impairment
- Suspected Hearing Impairment
- Vision Delay/ Impairment
- Other:

**Services received at School:**

- 1 on 1 Assistance
- Alternative School Placement
- ARD/IEP
- Behavior Class/Plan
- Content Mastery
- Counseling/ Psychological Services
- Deaf Interpretation
- ESL/ Bi-lingual Education
- Extended School Year
- Occupational/ Physical/ Speech Therapy
- Orientation/ Mobility Training
- Personal care (bathroom, feeding, etc.)
- Resource Classes
- Other:

## Checklist for ALL Children

**To Do:**

- Interview any pertinent School Staff (collateral)
- Interview ECI caseworker (collateral)
- Interview the Classroom Teacher (collateral)
- Obtain Current School Contact Information
- Request any school evaluations
- Request Paperwork for any Special Education Services
- Request Records of Grades/ Standardized Test Scores
- Other:

**To Collect:**

- Birth Certificate
- Class Schedules including Special Programs (G/T, Athletics, Extra-curricular, etc.)
- Doctor's orders for Medication Dispensation
- Immunization Records
- Old Report Cards
- Placement Authorization Forms for school
- Social Security Card or copy
- School Withdraw Form
- Other:

**Age Group: 0 to 3 years**

**If Receiving ECI services:**

- Collect ECI case notes
- Note any other community services received in the case file

**If NOT receiving ECI services:**

- If disabilities/delays are suspected, inform receiving foster parent
- Note any delays in case file
- Special Education Records (if applicable)
- Within 2 days, make ECI referral if disabilities/delays are noted

**Age Group: 3 to 5 years**  
**School Group: Pre-School**

**Former ECI Clients:**

- Interview ECI caseworker (collateral)
- Collect ECI case notes
- Request ECI file be forward to receiving school district for review
- If currently enrolled in school, inform Foster parent to re-enroll child within 3 school days of placement
- In not enrolled in school suggest to Foster Parent the child be enrolled in local school district

**NEVER received ECI Services:**

- If currently enrolled in school, inform Foster parent to re-enroll child within 3 school days of placement
- If disabilities/delays are suspected, inform receiving Foster parent
- In not enrolled in school suggest to Foster Parent the child be enrolled in local school district
- Note any delays in case file
- Special Education Records (if applicable)

**School Group: Elementary (K-5)**

**To Do:**

- Inform Foster parent to re-enroll child within 3 school days of placement
- Inform Foster Parent of Special Education Needs
- Note School Information in IMPACT
- Note any grade retention in case file

**To Collect:**

- School mementos (backpacks, books, pictures, etc.)
- Special Education Records (if applicable)
- Standardized Test Results (TAKS, RTPE, etc.)

**School Group: Secondary/Junior (6-8)**

**To Do:**

- Inform Foster parent to re-enroll child within 3 school days of placement
- Inquire about Special Programs the Child is involved in (Athletics, Band, Clubs)
- Inform Foster Parent of Special Education Needs
- Note School Information in IMPACT
- Note any grade retention in case file

**To Collect:**

- School mementos (backpacks, books, pictures, etc.)
- Special Education Records (if applicable)
- Standardized Test Results (TAKS, PSAT, etc.)

**School Group: Secondary/High (9-12)**

**To Do:**

- Inform Foster parent to re-enroll child within 3 school days of placement
- Inform Foster Parent of Special Education Needs
- Inquire about Special Programs the Child is involved in (Athletics, Band, Clubs, etc.)
- Note School Information in IMPACT
- Note any grade retention in case file

**To Collect:**

- School mementos (backpacks, books, pictures, etc.)
- Special Education Records (if applicable)
- Standardized Test Results (TAKS, SAT, etc.)
- Transcripts

# **Tab 1**

## **Enrollment Requirements**

- Birth Certificate ♦
- Social Security Card ♦
- Medical consent designee for child ♦
- Immunization Records ♦
- Doctor's orders for Medication Dispensation ♦
- School Withdraw Form

## **Tab 2 Special Education**

- FIE (Full & Individual Evaluation)
- ARD (Admissions, Review, and Dismissal) Paperwork- Current ♦
- IEP (Individual Education Plan)-Current
- Section 504
- ECI Case Notes
- Any other diagnostic assessment

Special  
Education

# **Education Portfolio**

## **Tab 3 Report Cards**

- Old Report Cards
- New Report Cards
- Progress Reports
- IEP Progress Reports

Report Cards

# **Education Portfolio**

# **Tab 4 Transcripts**

- For Secondary (9-12) Students ONLY
- Old Class Schedules

Transcripts

# **Education Portfolio**

# Tab 5 Standardized Test Scores

- TPRI-- Texas Primary Reading Inventory
  - Taken in grades K, 1 and 2 to assess reading level.
- RPTE-- Reading Proficiency Tests in English
  - Taken to test for English proficiency at any grade level.

| Subject Area          | Grade Administered In                      |
|-----------------------|--|
| Reading               | 3, 4, 5, 6, 7, 8, 9                        |
| Math                  | 3, 4, 5, 6, 7, 8, 9, 10, 11                |
| Writing               | 4, 7                                       |
| English Language Arts | 10, 11                                     |
| Science               | 5, 10, 11                                  |
| Social Studies        | 8, 10, 11                                  |
| Exit Level            | Must pass all portions given in 11th grade |

- TAKS-- Texas Assessment of Knowledge and Skills
- SDAA-- State-Developed Alternative Assessment
- LDAA-- Locally-Developed Alternative Assessment
- Other (specify) \_\_\_\_\_

College Entrance Exams

- PSAT
- THEA
- SAT
- ACT

# Education Portfolio

Standardized  
Test Scores

# **Tab 6**

## **Referrals/Notices/Correspondence**

Referrals/Notices/  
Correspondence

- ARD Notices
- ARD Referrals
- Letters from Teachers/ Principals
- Daily Logs
- Discipline Referrals
- Other

# **Education Portfolio**

# **Tab 7**

## **School Photographs**

- Class Group Photos
- School Year Photos
- Year Books/ Annuals
- Team Photos
- Other

School  
Photographs

# **Education Portfolio**

## **Tab 8 Miscellaneous**

- Awards
- Ribbons
- Patches/ Letters Awarded
- Mementos
- Disciplinary policies, correspondence or notices regarding discipline issues.  
(Note: DFPS policy prohibits corporal punishment. In no event should consent be given to any school for this purpose).
- Other

Miscellaneous

# **Education Portfolio**