

CHILD WELFARE TRAINING CONSORTIUM

FSFN In-Service Activity Guide
Education Record

Child Welfare Pre-Service Training

2012



CWtC

Education Record

Education Record Includes information such as:
Individualized Education Plan, Diploma and Certificate Information, and Education History records.

A child's education record must be kept up to date at all times.

Trainer Notes

This FSFN In-Service Activity can be used with any case currently on the user's desktop. A scenario is provided for use as a guide and can be adjusted based on your agency's needs. However, you may opt to create a seed data case specifically for use with this activity.

Please follow your own individual agency/office protocol and procedures regarding scanning, saving and storing case related files on the computer.

Advise the learner to review the scenario and follow the step by step directions to complete this activity.

Education Record Scenario

Charles is a third grader at Oaks Elementary. Charles has a learning disability that affects the way he comprehends information he is learning in his third grade studies. This comprehension problem is most prevalent when Charles is given independent reading assignments and then asked to summarize what he has read and present it to the class. Charles meets with a reading specialist daily for 30 minutes to strengthen and improve his reading comprehension. An Individualized Education Plan has been developed for Charles with the cooperation of his parents, third grade teacher, reading specialist and the school's guidance counselor.

Create an Education Record for the child using the following step by step directions.

- From the **Desktop**, click **Case Work** in the Banner Bar.
- From the **Education** dropdown, select **Education Record**.
- From **Case** group box, select the **Case Name**.
- Select the **Child's Name** from the **Case Participants** group box,
- Click **Create**.

The Education pop up window displays and consists of two tabs:
Education Information and Education History.

Review the Participant header group box at the top of the window. The Participant group box is pre populated with the name of the participant, the participant's date of birth and the school district/county as entered into FSFN.

Review Education Information, the default tab containing two group boxes: **Individualized Education Plan, Diploma and Certificate Information**.

Education Record

- In the **Date of Current Individualized Education Plan** field, enter: **Today's Date**.

This is the date of a current Individualized Education Plan.

- In the **Date Current Individualized Education Plan Expires** field, enter: **one year from today's date**.

An IEP's expiration date is based on the specific needs of the child and the child's individual circumstances. However, for training purposes enter an expiration date of one year from today's date.

- Refer learners to the **No Individualized Education Plan exist** and the **Copy of Individualized Education Plan in Record** checkboxes and leave both boxes **unchecked**.

Review the **Diploma and Certificate Information** group box. This group box does not apply to Charles as he is in Elementary School.

- Click **Save**.
- Refer learners to the **Last Updated By** and **Date Last Updated** fields.

Note to class that this information is now populated.

- Click the **Education History** tab, noting that no information has been documented.
- In the **Education History** group box, click **Insert** to add a new record.
- In the **Information** group box, enter the following information:
 - **School Name:** Oaks Elementary School
 - **School Type:** select Public School
 - **School Address:** 1080 School Avenue (Your City), FL xxxxx.

Use the enter key for a multiple line address.

- **School Phone Number:** xxx5269625
- **School District/County:** select Your County
- **Program Type:** select General Education
- **Program:** select Elementary School

Education Record

- **Current Grade Level:** select Three
- **Special Education:** select the **checkbox**
- **Special Education Level:** select 1) Removed less than 21% of the day
- **Start Date:** enter **Today's date**
- **End Date:** leave blank

The End Date represents the date that the child left a school or program. When information is entered in the End Date field, the **Completion Status** field is enabled and a selection can be made.

- **Contact Person:** enter - **Mrs. Martha Graham**
- **Contact Phone Number:** enter - **xxx5268262**

Reason for Change is a required field. Even though this is the first Education Record that has been created for this child, this field is a required field and must be completed

- **Reason for change** dropdown, select **Department of Education Determination**
- Click **Continue**.

Review the Education History tab and the three hyperlinks **Edit**, **Notify** and **Delete**. If information is entered incorrectly, click the **Edit** hyperlink to modify/correct information. The **Delete** hyperlink allows you to delete the record and must only be used if a record has been created in error. The information detailed here becomes part of the Case Plan and Judicial Review Reports.

It is recommended that you create a new record for each school so that users can see the complete school history for the child on the Education History tab.

The **Notify** hyperlink is used to generate a notification of placement to school District/Counties and copies of the notification to recipients specified by the user.

The notifications indicate if a child requires special education or related services. A report can be generated and printed from the **Options** dropdown box on the **Notify hyperlink page** that displays a list of all notifications associated with the participant's education record.

Education Record

- Click **Save**.
- Click **Close**.
- **Refresh** the **Desktop** and view the created **Education** record.

The Education Record is located in the case folder and identified by the Graduation Cap icon.