



# STATE OF IOWA

TERRY E. BRANSTAD, GOVERNOR  
KIM REYNOLDS, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
CHARLES M. PALMER, DIRECTOR

Dear School Official, you are being contacted by the Department of Human Services or Juvenile Court Services regarding the student below. This student has been court-ordered to an out-of-home placement or has been placed in the foster care system.

<b>Child Name</b>	<b>Date of Birth</b>
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**Immediate response requested:** You are being notified for the purpose of securing an appropriate educational placement or the transfer of education records. As soon as possible, please have your building liaison for foster care, juvenile court, or DHS services contact the DHS caseworker or JCO using the contact information attached.

***Legal authority:** Iowa Code 280.29 requires a school district or an accredited nonpublic school, upon notification by an agency of the state that a child in foster care is transferring from one school to another, to provide for the transfer of all of the educational records of the child not later than five school days after receiving the notification. The receiving school is required to enroll the student immediately.*

**Consent and release of information:** These are sensitive matters. Any information provided or received, including this notice, shall be kept confidential and provided to only persons within your agency on a “need to know” basis. The student’s parent or guardian is aware of this request and, in accordance with the Family Educational Rights and Privacy Act (FERPA), has consented to the release of information as evidenced by the signature below. **Note:** Mental health, substance abuse, and HIV information requires specific consent under the law and, therefore, is *not to be released* via this authorization.

### Parental or Guardian Consent

I authorize _____ (name of sending or receiving school district) and the Department of Human Services or Juvenile Court to share information regarding the educational needs of my son or daughter. I understand social and behavioral information will also be shared, but only to the degree the information is necessary to support my child academically.	
Parent or Guardian	Date

School officials with questions in regards to this form or transfer of records may contact the Iowa Department of Education:

Susan Walkup at [515-281-5718/susan.walkup@iowa.gov](mailto:515-281-5718/susan.walkup@iowa.gov) or  
Carol Greta at [515-281-8661/carol.greta@iowa.gov](mailto:515-281-8661/carol.greta@iowa.gov)