Notification to Local Education Agency 45-4

Policy

In order to ensure that children in the care of DCF receive a free and appropriate public education, the Department of Children and Families shall maintain communication with the local education agencies (LEAs) legally responsible for providing those services and with the LEAs actually educating the children placed by DCF.

Legal reference: 42 USC §671(a)(30).

DCF Staff Responsibilities

Watch this instructional video on completing the DCF-603 in LINK.

The DCF Social Worker or Juvenile Justice Social Worker who is responsible for a child's placement shall provide formal notification via the DCF-603 "Notification to the Local Education Agency," to the LEA legally responsible for the child's education; the LEA responsible for educating children in the town where the child resides; and the surrogate parent office, if a surrogate parent is appointed or needs to be appointed, whenever one or more of the following circumstances occur:

- the child is initially placed;
- there is a change in the child's placement, including reunification;
- there is a change in the residence of the child's parent(s) or guardian(s) from whom the child was originally removed, unless parental rights have been terminated;
- a parent has died, unless parental rights have been terminated;
- there is a change in the child's legal status, including a transfer to another agency; or
- parental rights are terminated.

Notification

Copies of the DCF-603 shall be sent to:

- the Surrogate Parent Program, if a surrogate parent is assigned or needs to be assigned;
- the LEA of the town in which the child will be or has been placed;
- the LEA of the town where the child had previously been placed;
- the LEA of the town where the parent(s) or guardian(s) reside if parental rights have not been terminated; and
- the child's placement.

Timelines

DCF shall notify the child's responsible LEA of an out-of-home placement within the following timelines:

- oral notification within one business day of the placement; and
- written notification within two business days of the placement.

Legal reference: Conn. Gen. Stat. §10-76d(e)(2).

Note: Whenever there is a question regarding the notification to an LEA of a DCF placement, the Social Worker or Juvenile Justice Social Worker shall contact the USD 2 Education Consultant for assistance.