

Caregivers Checklist: Working with Schools

Are you raising or providing primary care for a child or youth of a relative or family friend? This checklist is for kinship caregivers who are enrolling students and working with schools.

I understand how to enroll my student in school:

- I have contacted the school division's enrollment office and know what I need to provide to enroll my student(s). Examples of enrollment paperwork: custody order; affidavit; power of attorney; others.
- I have let the school know my role as educational decision maker for my student, in writing.

I understand how to communicate with schools:

- I know how to access my student's course information online.
Log in info: _____
- I know who my student's teachers are and how to reach them.
Contact info: _____
- I know how to access my student's grades, including status of assignments between report cards.
- I know who my student's school counselor is and how to contact them.
Contact info: _____
- My student has access to food service at school.
Ex. Electronic account: _____

I know my student has special needs:

- I know if my student has a 504 plan or Individualized Education Program (IEP) and I have a copy of the plan(s).
- I know how to request an evaluation for disability/special needs if I have concerns about my student's learning, behavior or social emotional needs.
- I know who manages my student's 504 plan or special education services and supports.
Case manager (name and contact): _____
Counselor (name and contact): _____
Special education department chair (name and contact): _____
- I know who will be helping to plan for my student's transition to work or learning after high school.
Name and contact: _____
- I have been connected to community disability supports such as the Community Services Board.

I have requested financial support/benefits:

- I have applied for free or reduced price meals status.
- I have spoken with the school counselor or administrator re: fee waivers for individual student charges

Ex. Lab fees, uniforms, materials fees, athletic and arts program fees.

- I am connected to sources of possible financial support such as Medicaid and/or Temporary Assistance for Needy Families and long term care waivers for those with disabilities.
- I know that all rights will transfer to my student when he or she turns 18, unless I take action prior to that birthday.

Find Kinship resources and questions to ask in [Raising and Working with Children and Youth in Foster Care or Living with Kin in Virginia](https://vafamilysped.org/fostercare), <https://vafamilysped.org/fostercare>

[Virginia Department of Education](#),
[Virginia Family Special Education Connection](#)
[Formed Families Forward](#)
[Kellar Institute for Human disAbilities](#)
[George Mason University](#)