

## School Checklist for Working with Caregivers

Are you working with families of students living with extended family or relatives who are not their parents? This checklist is for school staff who work with kinship caregivers and clarifies key information for both the school and family.

- Best contact information for caregivers and name/title of caregiver  
Contact info: \_\_\_\_\_  
Name/title of caregiver: \_\_\_\_\_
- Who is legally able to make general educational decisions? \_\_\_\_\_
- Who is legally able to make health/medical decisions? \_\_\_\_\_
- Who is able to pick the student up from school? \_\_\_\_\_
- Who is NOT allowed to pick the student up from school? \_\_\_\_\_
- What communication approaches work best and is preferred for the caregiver? (Text, phone, social media) \_\_\_\_\_
- In what language does Caregiver prefer information to be communicated?
- In what language does student prefer information to be communicated?
- Does caregiver have access to the internet?
  - Yes
  - No
- Does caregiver know how to access electronic portal for assignments and grades? (ParentVUE, Blackboard, etc.)
  - Yes
  - No
- Does caregiver know how to access teacher/class information such as assignments, syllabi, etc.?
  - Yes
  - No
- Has caregiver applied for free or reduced price meals?
  - Yes
  - No

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](#)

Developed by the Family Engagement Network. FEN is supported by the Department of Special Education and Student Services, VDOE (October 2019)