



## TREEHOUSE TIPS: Educational Records

Gathering and keeping school records is an important piece of supporting youth's educational success. It is important to remember, according to Washington state law, when enrolling a youth experiencing foster care, **enrollment must not be denied, or delayed because documents normally required for enrollment have not been provided** according to [RCW 28A.225.330](#).

When attempting to piece together a youth's educational history there are a few documents that are especially important to track down:

- Attendance history
- Discipline records
- Official transcripts, especially important for high school youth
- 504 Plan (if applicable)
- Special Education documentation (if applicable)
  - Special Education Evaluation
  - Individual Education Program (IEP)
  - Functional Behavioral Assessment (FBA)
  - Behavioral Intervention Plan (BIP)
  - Manifestation Determination paperwork
- Standardized test reports

Having these records on file can help inform decision making and provide valuable insight into the youth's historical education experience.

It is important to note that every school has their own records request policy. Typically, the policy can be found on their website. It is recommended to request records in writing. Call the school secretary or registrar if you have additional questions.

### Make a referral for Educational Advocacy!



If you have any questions or concerns about a student's education, make a referral to Treehouse's advocacy program! To qualify for Educational Advocacy, youth must have an open dependency or have shelter care status. Scan the QR code or click the link below to complete the referral process: <https://referrals.treehouseforkids.org/>