**PROTECTION AND PERMANENCY MEMORANDUM, 14-16**

**TO:** Service Region Administrators

 Service Region Administrator Associates

 Service Region Clinical Associates

 Regional Program Specialists

 Family Services Office Supervisors

**FROM:** Tina Webb, Assistant Director

 Division of Protection and Permanency

**DATE:**  December 5, 2014

**SUBJECT:** Updated Educational Passport

In an effort to improve the process of assessing the educational needs of children in out of home care the [Educational Passport](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/Educational%20Passport.doc) form has been updated to provide more comprehensive information about children in out of home care. These updates were the result of collaborative work between the University of Louisville, DCBS and the Jefferson County Public School System.

The Educational Passport form is completed whenever children entering out of home or who are already in out of home care change schools, for any reason. The DCBS worker provides the form to the child’s current school for completion; and it is the responsibility of the school that the child is leaving to forward the information on to the child’s new school.

If you have any questions regarding the updates made to this document, please contact:

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