**Process for Identifying Students in Foster Care**

* Students in foster care are identified by the Leon County Schools Liaison for students in foster care when notified by foster group home staff, Child Welfare agency staff, or foster parent(s) and caregiver(s).
* On a monthly basis, the Big Bend Community Based Care agency provides a roster of students in foster care for Circuit 2 (Leon County) to the Leon County Schools Liaison for students in foster care.
* The Leon County Schools Liaison for students in foster care shares this roster with the Technology & Information Systems Department of Leon County Schools (T&IS). The T&IS Staff flags students who are on the roster in the FOCUS school information software system and remove flags for students who are deleted from the roster but are still enrolled in Leon County Schools.
* Leon County Schools registrars, school staff and administrators are trained by the Leon County Schools Liaison for students in foster care to notify the District Liaison and to flag students in foster care in FOCUS school information software system when applicable - upon enrollment or if a student is placed in foster care during the year.

