

Kentucky Foster Care

Last Modified on 10/22/2022 9:31 am CDT

PATH: *Student Information > Program Participation > Foster Care*

The Foster Care tool is used to indicate whether a student is in Foster Care. A start and end date is associated with each instance of a Foster Care record. These records are not tied to student enrollments or calendars.

See the core [Foster Care](#) article for information on necessary tool rights, available Ad hoc fields, and guidance on adding and printing Foster Care records.

[Tool Rights for Foster Care](#) | [Create a New Foster Care Record](#) | [Print a Foster Care Summary Report](#) | [Publish Foster Care Records from a State Edition to a District Edition](#) | [Manage Document Upload](#)

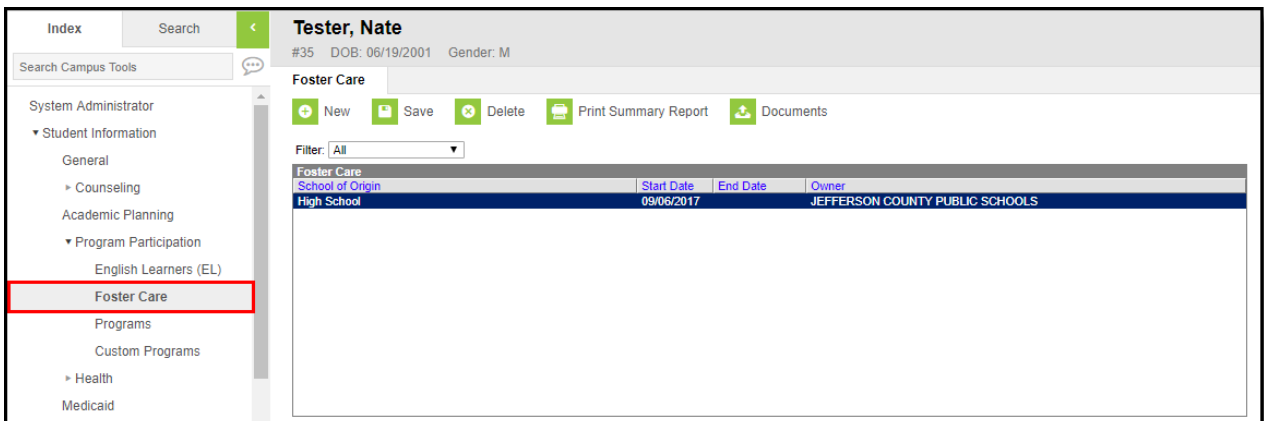


Image 1: Foster Care Tab

Tool Rights for Foster Care

Tool rights must be assigned to this tab.

- Read (**R**) - allows the user to view existing Foster Care records
- Write (**W**) - allows the user to edit existing Foster Care records
- Add (**A**) - allows the user to add new Foster Care records
- Delete (**D**) - allows the user to remove Foster Care records

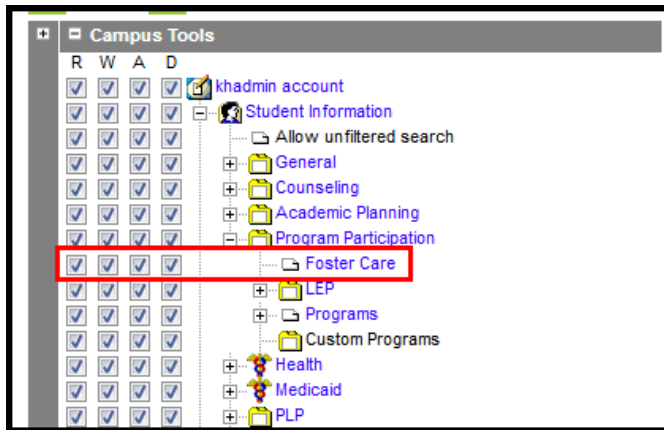


Image 2: Foster Care Tool Rights

Create a New Foster Care Record

To create a new Foster Care record for a student, click the **New** icon. See the details below for additional steps and information on filling out the new record.

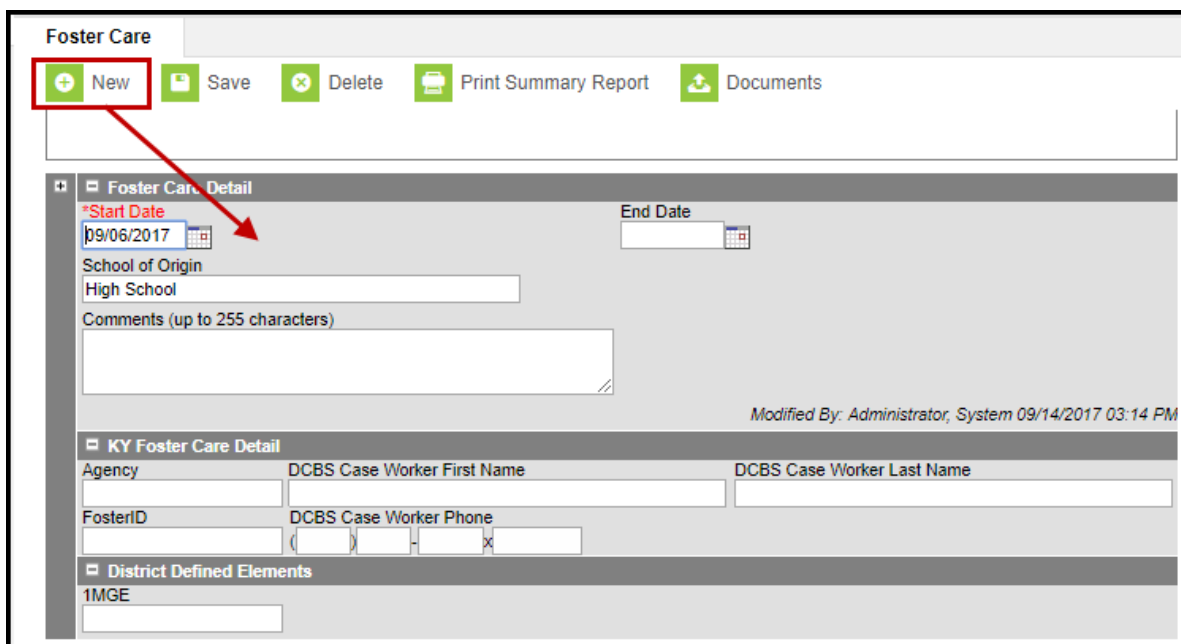


Image 3: Creating a New Foster Care Record

To Create a Foster Care Record:

1. Click the **New** icon. A **Foster Care Detail** editor displays.
2. Enter the student's **Start Date** for Foster Care.
3. Enter the **School of Origin** for the selected student.
4. Enter any **Comments** related to the student's Foster Care record.
5. If applicable, enter information for state-specific and district-specific Foster Care fields (see the table below for more information about these fields).
6. Click the **Save** icon when finished. The new record is visible in the Foster Care Editor.

To modify a Foster Care record, select it from the editor and enter the new information (end date, new comments, etc.).

When a student moves out of Foster Care, edit the record and enter an **End Date**.

If a record was entered in error, click the **Delete** icon to completely remove it.

Field	Description	Database Location	Ad Hoc Field and Location
Start Date <i>Required</i>	Indicates the date the student was first considered to be in the Foster Care program. Dates are entered in <i>mmdyy</i> format, or can be chosen by clicking the calendar icon.	FosterCare.startDate	fostercare.startDate Filter Designer > Query Wizard > Student > Learner > Foster Care > startDate
End Date	Indicates the date the student was no longer considered to be in the Foster Care program. Dates are entered in <i>mmdyy</i> format, or can be chosen by clicking the calendar icon.	FosterCare.endDate	fostercare.endDate Filter Designer > Query Wizard > Student > Learner > Foster Care > endDate

Field	Description	Database Location	Ad Hoc Field and Location
School of Origin	Indicates the school in which the student is enrolled at the time of placement in Foster Care.	FosterCare.schoolOfOrigin	fostercare.schoolOfOrigin Filter Designer > Query Wizard > Student > Learner > Foster Care > schoolOfOrigin
Comments	Lists any additional information related to the student's placement into Foster Care or movement out of Foster Care.	FosterCare.comments	fostercare.comments Filter Designer > Query Wizard > Student > Learner > Foster Care > comments
Agency	The foster care agency.	FosterCare.agency	fostercare.agency Filter Designer > Query Wizard > Student > Learner > Foster Care > agency
DCBS Case Worker First Name	The first name of the DCBS Foster Care worker.	FosterCare.caseWorkerFName	fostercare.caseWorkerFName Filter Designer > Query Wizard > Student > Learner > Foster Care > caseWorkerFName
DCBS Case Worker Last Name	The last name of the DCBS Foster Care worker.	FosterCare.caseWorkerLName	fostercare.caseWorkerLName Filter Designer > Query Wizard > Student > Learner > Foster Care > caseWorkerLName
Foster ID	The FosterID of the student in foster care.	FosterCare.fosterID	fostercare.fosterID Filter Designer > Query Wizard > Student > Learner > Foster Care > fosterID

Field	Description	Database Location	Ad Hoc Field and Location
DCBS Case Worker Phone	The phone number of the DCBS Foster Care worker.	FosterCare. caseWorkerPhone	fostercare.caseWorkerPhone Filter Designer > Query Wizard > Student > Learner > Foster Care > caseWorkerPhone
District Defined Elements	Displays any district-specific fields that are used for recording Foster Care information at a specific district. These are created in the Custom toolset.		

Overlapping records are not allowed.

- If a new record is added before an existing record has an end date, a warning message displays. Enter an End Date on the existing record before adding a new record.
- If a new record is added that with a start date that is between the start and end dates of a historical record, a warning message displays. Verify the entered date on the new record is correct.

Print a Foster Care Summary Report

Click the Print Summary Report to display a PDF view of the student's Foster Care records.

The screenshot shows the Infinite Campus interface for a student named Nate Tester. The 'Foster Care' section is active, and the 'Print Summary Report' button is highlighted with a red box. A red arrow points from this button to a preview of the report. The report preview includes a header with the school name '275 JEFFERSON COUNTY PUBLIC SCHOOLS District' and the student's name 'Tester, Nate - Foster Care Summary'. Below the header, there are two tables: 'District Foster Care Records' and 'State Foster Care Records'. The 'District Foster Care Records' table has one row with the following data: Start Date: 09/06/2017, End Date: (blank), School of Origin: High School, Comments: (blank), Owner: JEFFERSON COUNTY PUBLIC SCHOOLS. The 'State Foster Care Records' table is currently empty.

Image 4: Generating the Summary Report

Publish Foster Care Records from a State Edition to a District Edition

PATH: *Program Admin > Federal Programs Publishing*

Foster Care records can be published for an individual student from a State Edition to a District Edition using the [Federal Programs Publishing](#) tool. This tool is only available to State Edition users.



Publish State Foster Care Records

Manage Document Upload

To view documents, click the **Documents** button on the action bar. Users with the appropriate tool rights may also complete the following tasks.

- [Upload Documents](#)
- [Delete Documents](#)
- [Replace Documents](#)
- [Edit a Document Name or File Description](#)
- [Download Documents](#)



Image 5: Adding Documents to a Student's Foster Care Tab

