




**pennsylvania**  
DEPARTMENT OF HUMAN SERVICES

**TO:** County Children and Youth Agencies  
Private Children and Youth Social Service Agencies  
Foster Care Agencies  
Adoption Agencies  
Child Residential and Day Treatment Facilities  
Child Welfare Service Providers

**FROM:** Jonathan Rubin   
Deputy Secretary  
Office of Children, Youth, and Families

**RE:** Guidance Regarding Maintaining Confidentiality When Sharing Information with Schools

**DATE:** April 29, 2022

This memorandum is issued to advise County Children and Youth Agencies (CCYAs) about information sharing with Local Education Agencies (LEAs).

Information sharing between CCYAs and LEAs can play a critical role in improving communication and collaboration between agencies and be a driving force in improving the education outcomes of children in foster care. In order to meet educational stability provisions under the Fostering Connections to Success and Increasing Adoptions Act (P.L. 110-351), CCYAs must notify LEAs when a child enters foster care or changes foster care placements. There are also other instances related to the safety, well-being, or educational needs of the child in which information sharing between agencies may be appropriate. In all cases CCYAs and LEAs must comply with statutory requirements to protect student privacy under Federal, State, and local laws.

As of this date, CCYAs are advised to utilize the attached form to notify LEAs of a student's entry into foster care or change in foster care placement. CCYAs should NOT provide court orders, adoption decrees, resource parent stipend amounts, the name of a person who reported abuse or neglect of a child, the substance use history and treatment of a student (without a signed specific release form), or other information that is not relevant to the academic needs, safety, or well-being of the student. The information should only be disclosed to the individuals providing support to the child.

OCYF encourages CCYAs to establish formal mechanisms to ensure that LEAs are promptly notified when a child enters foster care or changes foster care placements utilizing the form attached. Furthermore, CCYAs are encouraged to maintain continued communication and collaboration with LEAs to support students while maintaining that confidential information is kept confidential.

If you have any questions or concerns related to the education of children served by OCYF, please contact [RA-PWOCYFEDUCATION@pa.gov](mailto:RA-PWOCYFEDUCATION@pa.gov) or the appropriate regional office.

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