



Surrogate Parent Recommendation Form for IDEA Parts C and B

Submit completed form to the AEA Director of Special Education or designee

AEA Director/Designee Name:

AEA:

Name of Recommended Surrogate Parent:

Date Surrogate Parent Needed:

Address:

City, State Zip:

Email:

Phone:

Name of Child/Student:

Date of Birth:

Resident District:

Attending District:

Submitted by:

Email:

The recommended surrogate parent must meet the following criteria:

- Has no interest that conflicts with the interest of the child that the surrogate parent represents;
- Has knowledge and skills that ensure adequate representation of the child; and
- Not be an employee of any state agency (such as the Departments of Education or Human Services) or a person or employee providing early intervention, education, care or other services to the child or to any family members of the child. (A person who otherwise qualifies to be a surrogate parent is not an employee solely because the person is paid by a public agency to serve as a surrogate parent.)

Conflict of Interest, Knowledge/Skills	Supporting Notes/Documentation
The recommended surrogate parent has no conflict of interest, has knowledge and skills to represent the child, or will be provided training, as necessary	

A Surrogate Parent is Needed Because	Supporting Notes/Documentation
Parent cannot be identified	
The public agency, after reasonable effort, cannot locate any parent	
The child is a ward of the state	
The child is an unaccompanied homeless youth under the McKinney Vento Homeless Assistance Act	

Once the surrogate parent has been appointed by the AEA Director of Special Education or designee:

- The AEA Director of Special Education or designee notifies the surrogate parent by letter. The letter must contain the child/student's name, age, educational placement, and other information determined useful to the surrogate parent, and must specify the period of time which the person shall serve.
- Surrogate parent information will be documented on the Family Information page of the state IEP System (ACHIEVE). Schools will work with their local AEA to ensure this information is entered in the learner's IEP or IFSP.