



## 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: \_\_\_\_\_

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	<input type="checkbox"/>	

A surrogate parent is needed because	✘	Supporting Notes/Documentation
Parent cannot be identified	<input type="checkbox"/>	
The public agency, after reasonable effort, cannot locate any parent	<input type="checkbox"/>	
The child is a ward of the state	<input type="checkbox"/>	
The child is an unaccompanied homeless youth under the McKinney Vento Homeless Assistance Act	<input type="checkbox"/>	

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; and
- A copy of the original, signed letter is sent to:
  - Bureau of Learner Strategies and Support
  - Iowa Department of Education
  - Grimes State Office Building
  - 400 E 14th Street
  - Des Moines IA 50319-0146