



**South Bend Community School Corporation  
Special Education Services**

215 S. St. Joseph St, South Bend, IN 46601  
Ph: 574.283.8130 Fax: 574.283.810

**APPOINTMENT OF EDUCATIONAL SURROGATE PARENT**

**STUDENT**

**APPOINTEE**

Name: \_\_\_\_\_  
D.O.B.: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Disability: \_\_\_\_\_  
School: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_  
Date: \_\_\_\_\_

Dear \_\_\_\_\_:

If the student is a ward of the state or the whereabouts of the parent are unknown, federal and state law require the appointment of an educational surrogate parent. An educational surrogate parent must be appointed for any student with a disability or a student referred for an evaluation to determine eligibility for special education services. The requirement does not apply to a student whose parents are available but choose not to participate in their child's evaluation and/or special education services. An educational surrogate parent may not be employed by a public or private agency involved in the education and care of a student.

The above named student is in need of an educational surrogate parent and the South Bend Community School Corporation is appointing you to that important position. In this capacity you possess all of the rights and responsibilities of a parent in matters relating to this student's special education and related services needs.

If you have any questions, please call me.

Cordially,

Director of Special Education