

LOS ANGELES UNIFIED SCHOOL DISTRICT  
DIVISION OF SPECIAL EDUCATION

**REQUEST FOR A SURROGATE PARENT**

**DIRECTIONS:** The local school administrator shall complete the request and forward it to the appropriate Local District Special Education Administrator.

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
School: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Student is living with: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
\_\_\_\_\_

- 1. Student is a ward/dependent of court.
- 2. Parent/Guardian's educational rights have been limited.
- 3. No parent can be identified/located.
- 4. A reasonable effort to locate parent was made
  - by mail \_\_\_\_/\_\_\_\_/\_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_
  - by telephone \_\_\_\_/\_\_\_\_/\_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_
  - by certified/registered mail \_\_\_\_/\_\_\_\_/\_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_
  - by home visit \_\_\_\_/\_\_\_\_/\_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_
  - by contact with DCFS worker \_\_\_\_/\_\_\_\_/\_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_
  - by contact with Probation Officer \_\_\_\_/\_\_\_\_/\_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_
  - by contact with Regional Center worker \_\_\_\_/\_\_\_\_/\_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_
- 5. Is there anyone in the student's life who can act as surrogate parent? \_\_\_ YES \_\_\_NO
- 6. Is there anyone the school is requesting to be appointed as the student's surrogate? \_\_\_YES \_\_\_NO

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship to student: \_\_\_\_\_

7. Placing agency: \_\_\_\_\_  
Worker: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**FOR OFFICE USE ONLY: DO NOT WRITE BELOW THIS LINE**

The following surrogate parent has been vetted, trained and appointed. Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Address: \_\_\_\_\_  
Approved by SELPA Surrogate Parent Designee: \_\_\_\_\_  
Print Name Signature

**Place this form in the student's green folder. Keep a copy on file at the school.**