

School Name and Address

Attention: Lead Secretary

DHS OPENING LETTER

Re: (Student name and DOB)

Date:

Synergy No.:

DHS Case No.:

To Whom It May Concern:

This letter is to inform you that the above named student who our records indicate attends your school is in the custody of Department of Human Services (DHS). The Uninterrupted Scholars Act (S.3472) amends the Family Educational Rights Act (FERPA) to allow a DHS child welfare worker and DHS to obtain educational records for a student in foster care and in DHS custody without a Court order or a parent signature. This notification is confidential and should be released or shared only as legally required. DHS will inform you in writing when the student is no longer in the custody of DHS.

I am the (Branch Name) Educational Coordinator. If the child named in this letter is not enrolled in your school, contact me within two (2) business days.

The Following Records Are Requested Upon Receipt of This Letter:

- | | |
|--|---|
| <input type="checkbox"/> Individual Education Plan (if applicable) | <input type="checkbox"/> 504 Plan (if applicable) |
| <input type="checkbox"/> Psychological Evaluations (if applicable) | <input type="checkbox"/> IFSP (if applicable) |
| <input type="checkbox"/> Educational Assessments (if applicable) | <input type="checkbox"/> Behavioral Assess. (if applicable) |
| <input type="checkbox"/> Immunization Records | <input type="checkbox"/> Health/Medical Records |
| <input type="checkbox"/> Eligibility for Indian Health/Education (if applicable) | <input type="checkbox"/> Current Behavior Intervention Plan (if applicable) |
| <input type="checkbox"/> Emergency Contact Information | <input type="checkbox"/> Discipline Records (if applicable) |

The current DHS caseworker is: (Name, Phone #, e-mail).

Please include the caseworker in notifications of any educational team meetings. In addition, as the Branch Educational Coordinator, I am available by phone or e-mail.

Any additional special instructions related to education, health and safety are as follows: *(include any persons not allowed to have contact with child).*

Please follow your district protocol to add this information about legal custody to your electronic student information system and confirm that the Synergy parent code for this child has been changed by emailing me with "Confirmation" in the subject line.

If you or school staff have questions concerning this student or the student's case plan, please contact me or the caseworker.

Thank you,

_____, Branch Educational Coordinator
(Phone #) (e-mail)