



COLORADO DEPARTMENT OF EDUCATION

EXCEPTIONAL STUDENT SERVICES UNIT

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Robert K. Hammond
Commissioner of Education

Diana Sirko, Ph.D.
Deputy Commissioner

Keith Owen, Ph.D.
Associate Commissioner

To: Directors of Special Education
From: Laura Freppel, Assistant Director, ESSU
Jennifer Rodriguez, Senior Consultant, ESSU
Re: Educational Surrogate Parent Responsibilities¹ and Contact Authorization
Date: November 8, 2011

Since the December 2007 change in the ECEA Rule process for assigning ESPs, there are concerns regarding the release of personally identifiable student information. As a result, we have found it necessary to ask each special education director of record to identify the individual who will be the point of contact for the administrative unit (AU) or state-operated program (SOP) when coordinating with the CDE regarding ESP assignments. The ESP contact may be the special education director of record or another individual identified by the special education director of record. Please complete the information requested, below, and fax it to Jennifer Rodriguez at (303) 866-6767 no later than November 30, 2011. If no form is submitted, the Special Education Director of record will remain the only ESP contact for the AU/SOP. If you have submitted this form in the last few weeks you do not need to send it in again.

Please note that the special education director of record remains responsible for assigning each ESP, completing the EDAC –approved ESP assignment form (including all required information and the required certification) and ensuring that the ESP assignment form is submitted to the CDE within three (3) business days of the ESP assignment.

If you have any questions regarding this memorandum, please contact Jennifer Rodriguez at (303) 866-6889.

Director of Special Education (Printed)

(Signature)

Administrative Unit/State-Operated Program

Name of ESP Contact Person and Title

Phone number

Email Address

¹ The original version of this memo was sent April 21, 2009 and a revised memo sent on September 3, 2009.