ASSIGNMENT OF AN
EDUCATIONAL SURROGATE PARENT (ESP)

COLORADO DEPARTMENT of EDUCATION cde

In accordance with 1 CCR 301-8, 2220-R-6.02(8)(a) – Educational Surrogate Parents – General – The Administrative Unit (AU) of attendance and each State-Operated Program (SOP) must ensure that the rights of a child are protected when no parent (as defined in 1 CCR 301-8, 2220-R-2.33) can be identified; the AU of attendance and each SOP, after reasonable efforts, cannot locate a parent; the child is a ward of the State; or the child is a homeless child as defined in Section 22-1-102.5, C.R.S. However, if the child has been placed in an eligible facility the responsibility to appoint an ESP lies with the AU of residence or SOP. (1 CCR 301-8, 2220-R-6.02(8)(k))

The Colorado Department of Education (CDE) shall maintain a registry of each child with a disability determined to be in need of an educational surrogate parent and the educational surrogate parent assigned to the child, in accordance with 1 CCR 301-8, 2220-R-6.02(8)(b).

Administrative Unit or
State Operated Program: _____

Director of Special Education: _____

Phone Number: _____ / _____ Fax Number: _____ / _____

STUDENT INFORMATION

Legal Name: _____

SASID: _____ Grade Level: _____

School or Facility: _____

STATUS OF THE PARENT (please check all that apply)

- ☐ no parent (as defined in 1 CCR 301-8, 2220-R-2.33) can be identified;
- ☐ the AU or SOP, after reasonable efforts, cannot locate a parent;
- ☐ the child is a ward of the state; or
- ☐ the child is a homeless child, as defined in section 22-1-102.5, C.R.S., the child is unaccompanied by a parent, and the parent(s) cannot be identified.

A copy of this document (and any attachments) must be forwarded to CDE within 3 business days of the ESP assignment.
Please send by mail or fax to:
Colorado Department of Education
Exceptional Student Services Unit, ESP Assignments
1560 Broadway, Suite 1175, Denver CO 80202 / Fax Number 303-866-6767

Mandatory
FORM # ESL-422
EDAC APPROVED
Approved 3/21/2014 for 2014-2015

EDUCATIONAL SURROGATE PARENT DETERMINATION

It was determined by the AU/SOP that the student listed above is in need of an Educational Surrogate Parent. 1 CCR 301-8, 2220-R-6.02(8)(c) This determination was made on _____(date).

(please check all that apply)

☐ There is no existing ESP assigned to this student as determined by contact with CDE on _____(date). 1 CCR 301-8, 2220-R-6.02(8)(e)(ii)

☐ The existing ESP assigned to this student is no longer willing to serve as ESP or is unreachable, as documented by the AU/SOP (a copy of this documentation is attached).

EDUCATIONAL SURROGATE PARENT (please check one)

☐ The Administrative Unit or State-Operated Program has assigned the ESP listed below, in accordance with 1 CCR 301-8, 2220-R-6.02(8). A copy of the assignment is attached.

☐ The ESP listed below has been appointed by a Court of competent jurisdiction, in accordance with 1 CCR 301-8, 2220-R-6.02(8)(d). A copy of the Court Order is attached.

☐ A Court of competent jurisdiction has issued an order that alters parental responsibilities of the parent(s) and effectively prevents the parent from making educational decisions for the student. Therefore, the AU or SOP has assigned an ESP. Copies of the Court Order and the assignment are attached.

ESP Name: _____

Address: _____

_____

Phone #: _____

Date of Assignment: _____

I hereby certify that the ESP assigned is not an employee of the Colorado Department of Education, the Administrative Unit of Residence or Attendance (if different), or State-Operated Program, or any other public agency that is involved in the education or care of the child; has no personal or professional interest that conflicts with the interest of the child whom the ESP represents (except in the case of an unaccompanied homeless child); and has knowledge and skills that ensure adequate representation of the child. 1 CCR 301-8, 2220-R-6.02(8)(e)(iii)

_____

Director of Special Education Signature

Within 3 business days of the assignment, a copy will be provided to CDE, in accordance with 1 CCR 301-8, 2220-R-6.02(8)(f).

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