

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

MEMORANDUM

JUNE 30, 2011

TO: SPECIAL EDUCATION AND RELATED SERVICES
ADMINISTRATORS, STAFF AND TEACHERS

FROM: CINDY ANDERSON, EXECUTIVE DIRECTOR, SPECIAL
EDUCATION



SUBJECT: STEPS FOR DETERMINING WHETHER A STUDENT REQUIRES A
SURROGATE PARENT OR AFFIRMED FOSTER PARENT

1. Complete the Determination Chart

Questions	YES	NO
The student is eligible for or being referred for special education or a 504 Plan <i>and has not turned 18 years of age.</i>		
The student is currently in state custody (<i>orally confirmed by OCS social worker or DJJ probation officer only</i>)		
The student <i>does not already</i> have a surrogate parent or affirmed foster parent (check the student file in the IEP program or call Special Education 742-4236)		

All of the boxes must be answered “yes” to proceed to Step 2 of the surrogate parent assignment or foster parent affirmation process.

2. Decide whether the student requires a surrogate parent or an affirmed foster parent by reviewing the student’s living situation:

- a. Is the student residing in one of the following or similar settings? (i.e. residential therapeutic placement, youth center or group home, correctional facility such as MYC, committed to care at API)
 - If yes, go directly to Step d to complete paperwork for surrogate parent appointment.
 - If no, continue to Step b.
- b. Is the student living with a natural parent or relative (someone related to his or her natural parents)
 - If yes, then the student’s parent or relative can be affirmed immediately to act as a Foster Parent (Team uses Foster Parent Affirmation Form).
 - If no, continue to Step c.
- c. Has the student been living with a foster parent for 6 weeks or more?

- If yes, then the student's non-relative foster parent can be affirmed immediately to act as a Foster Parent (Team uses Foster Parent Affirmation Form). The foster parent must agree to the affirmation and indicate that there is no imminent plan to move the student from his or her current foster placement.
 - If no, continue to Step d.
- d. The student needs a surrogate parent assigned. Have the social worker or probation officer complete the Surrogate Parent Documentation Form and fax that form with the Request for Surrogate Parent to the Special Education Division, 742-4289.

Questions can be addressed to Special Education at 742-4236.