



Ronald E. Richter
Commissioner

Kathleen Hoskins, Esq.
Director
Education Unit

150 William Street
18th Floor 18-E2
New York, NY 10038

(212) 341-0977 tel
(212) 788-5469 fax

DATE _____

Child's Name: _____ DOB: _____

Foster Parent #1 Name: _____ Cell/Work Phone: _____

Foster Parent #2 Name: _____ Cell/Work Phone: _____

Address: _____ Home Phone: _____

Choose one:

_____ General Education _____ Special Education _____ Specialized Program (ie: ESL or art/dance)

Describe specialized program/special education: _____

Child's Previous School: _____ Last Grade Attended: _____

Foster Care Agency: _____

Agency Caseworker Name/Phone: _____

Agency Caseworker Supervisor/Phone: _____

To School Principal:

The above-named child is in the care and custody of the Commissioner of the Administration for Children's Services, and has been placed in care with the above-named foster care agency. Upon the arrival at your school, we are requesting that she/he is enrolled in your school as quickly as possible. If the student is enrolled in special education, she/he should be afforded a comparable service plan until such time as the school can arrange for special education services in accordance with the student's Individualized Education Plan.

Please be advised that Chancellor's Regulation A-101 calls for the prompt admission of all pupils, including children in foster care. The child must be enrolled regardless of whether she/he has the required documentation or before an investigation of her/his school history is completed. If there are any concerns related to the adequacy of the documentation presented, an investigation can be conducted by the school after the admission has been completed.

The foster parent and foster care agency have day-to-day responsibility for the care of this child and we are asking that you make any necessary changes to the school's computer systems to reflect this information. The foster parent should be informed of all educational information relating to the child. If further information or clarification is needed, please feel free to call the above-named caseworker.

The child's foster care status is strictly confidential and should only be revealed to school staff on a need-to-know basis. We appreciate your sensitivity to this issue on behalf of the student. For additional questions regarding the release of information to birth parents, please contact the Senior Field Counsel assigned to your school. Thank you in advance.

Sincerely,

Kathleen Hoskins, Esq.