



## Surrogate Parent Assignment Procedures (Beach Park D3)

These procedures detail the steps for determining need, recruiting, screening, and appointing an SESP to ensure that a student's educational rights are protected in the special education process.

### 1. Determination of Need

The district must determine the need for a Surrogate Parent within **30 days** of identifying the student. A Surrogate Parent is required if the student with a disability:

- **Cannot have a Parent Identified:** The identity of the student's parent(s) is unknown.
- **Cannot Locate a Parent:** The district cannot locate the parent(s) after reasonable, documented efforts.
- **Is a Ward of the State:** The student is a ward of the state and parental rights to make educational decisions have been terminated or limited.
- **Is an Unaccompanied Homeless Youth:** The student is an unaccompanied homeless youth (as defined by the McKinney-Vento Act) and a parent/guardian is unavailable.

Step	Action and Documentation	Responsible Staff
1.1	<b>Document Reasonable Efforts:</b> For unknown/unlocated parents, complete and document attempts (e.g., phone calls, certified letters to last known address, home visits). File all documentation.	Special Education Director/Case Manager
1.2	<b>Verify State Custody/Ward Status:</b> Obtain official court/agency documentation (e.g., Department of Children and Family Services) regarding the termination of parental rights or ward status.	Special Education Director/Case Manager

1.3	<b>Formal Determination of Need:</b> The Special Education Director formally signs the " <b>Surrogate Parent Need Determination Form</b> " based on the criteria met.	Special Education Director
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## 2. Recruitment and Selection

The district maintains a list of qualified, trained SESP volunteers.

Step	Action and Documentation	Responsible Staff
2.1	<b>Identify Potential SESP:</b> First preference should be given to a relative caretaker, foster parent, or Court-Appointed Special Advocate (CASA) who meets qualification criteria and is willing to serve. If none are available, select from the district's pre-screened volunteer pool.	Special Education Director/SESP Coordinator
2.2	<b>Screen for Qualifications &amp; Conflict of Interest:</b> The potential SESP must: <b>(1)</b> Not be an employee of the LEA or any agency involved in the education or care of the student, and <b>(2)</b> Have no personal or professional interest that conflicts with the student's interests. Complete the " <b>SESP Conflict of Interest &amp; Qualifications Form.</b> "	Special Education Director/SESP Coordinator
2.3	<b>Ensure Necessary Knowledge/Skills:</b> Confirm the potential SESP has completed (or is scheduled to complete) the required SESP training.	SESP Coordinator

## 3. Appointment and Review

Formalizing the SESP's role and responsibilities.

Step	Action and Documentation	Timeline (IDEA Mandate)

3.1	<b>Formal Appointment:</b> Complete and sign the " <b>Surrogate Parent Appointment Form</b> " officially assigning the SESP to the specific student.	Within <b>30 days</b> of the determination of need (Step 1.3).
3.2	<b>Notification and Transfer of Rights:</b> Provide the appointed SESP with a copy of the student's educational records (as necessary for their role) and a copy of the <b>Procedural Safeguards Notice</b> .	Immediately following appointment.
3.3	<b>Annual Review and Termination:</b> The SESP Coordinator must review the student's need for an SESP at least <b>annually</b> (e.g., prior to the annual IEP meeting). The assignment terminates if the student: is no longer eligible for special education, reaches the age of majority (unless legally incompetent), or a parent/guardian is found/regains educational rights.	Annually and upon change in circumstances.

## Surrogate Parent Training Log (Beach Park D3)

All Surrogate Parents must receive training to ensure they have the **knowledge and skills** to adequately represent the child. This log documents the required initial and ongoing training.

Training: [Educational Surrogate Parents 101 Webinar](#)

Additional Information:

- [Educational Surrogate Parent Program FAQ-For ESPs](#) 
- [Educational Surrogate Parent Program FAQ-For Facilities](#) 

<b>SESP Name:</b>	<b>Date of Initial Assignment:</b>	
<b>Student Assigned to:</b>	<b>Student ID:</b>	

Respectfully,

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