



## DEPARTMENT OF EDUCATION

Townsend Building  
401 Federal Street Suite 2  
Dover, Delaware 19901-3639  
<http://education.delaware.gov>

Cynthia Marten  
Secretary of Education  
(302) 735-4000  
(302) 739-4654 - fax

«Date»

«Title» «FN» «LN»  
«Address»

«Contact\_Information»

Dear «Title» «LN»:

This letter is notification of your appointment as the Educational Surrogate Parent (ESP) for «Student\_FN» «Student\_LN» (DOB: «Student\_DOB»), a student receiving special education services at «School» in the «District» School District.

As «Student\_FN»'s Educational Surrogate Parent, you will be responsible for representing «Gender\_his\_\_her» interests in special education decisions and will have the same rights as a parent in these matters. It is suggested that you get in touch with the Special Education Coordinator listed below to: 1) Introduce yourself and 2) Request a time to review the child's school record so that you may become familiar with the child as you work with the school team. You and the school should then continue to communicate regularly. You also may want to contact the child's caseworker from the Division of Family Services for additional information about the child.

Should you have questions or be unable to fulfill your ESP responsibilities, please contact Kathie Herel at the Parent Information Center 302-999-7394 or e-mail her at [kherel@picofdel.org](mailto:kherel@picofdel.org).

Thank you for your participation in the Delaware Educational Surrogate Parent Program.

Sincerely,

Dale Matusевич  
Director, Exceptional Children Resources

DM/JL

cc: (by e-mail) «CC»



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### **Rights and responsibilities of an Educational Surrogate Parent (ESP) appointed by the Department of Education to a child who is school-age:**

An Educational Surrogate Parent (ESP) is considered a “parent” under the Individuals with Disabilities Education Act (IDEA). Therefore, an Educational Surrogate Parent is to be included in all decision making related to special education (identification, evaluation, educational placement of a student and provision of a free appropriate public education).

As a reminder, an Educational Surrogate Parent has the right/responsibility to:

- Provide consent for educational evaluations
- Participate in team meetings to review evaluations and to determine a child’s eligibility for services
- Work with a team to develop an IEP (Individualized Education Program)
- Participate in IEP (Individualized Education Program) meetings
- Receive Prior Written Notice (PWN) before the school district proposes to (or refuses to) initiate or change the identification, evaluation, educational placement of a child or the provision for a free appropriate public education
- Agree or disagree with special education services
- Agree or disagree with a child’s educational placement
- Provide informed consent by signing school documents as the “parent” (including “permission to evaluate” forms, meeting notices, prior written notice and IEP)
- Review school records
- Receive progress reports
- Receive timely written notices for meetings
- Exercise avenues to resolve conflicts through dispute resolution procedures
- Observe a classroom or visit a school placement (as appropriate)
- Abide by established school rules, policies and/or codes of conduct
- Communicate regularly with the Surrogate Parent Program Coordinator at Parent Information Center (PIC)

The DE Dept. of Education contracts with PIC to administer the Surrogate Parent Program. For more information, please contact:

Kathie Herel, Coordinator  
Parent Information Center of Delaware  
6 Larch Avenue, Suite 404  
Wilmington, DE 19804  
(302) 999-7394  
[kherel@picofdel.org](mailto:kherel@picofdel.org)  
[www.picofdel.org](http://www.picofdel.org)