

## SURROGATE PARENT SAMPLE LETTER

Dear Mr. Smith:

This letter is to notify you of your official appointment by the Boxwood School District Board of Education as a surrogate parent for Mary Doe, a fifth grade student who attends Harvard Elementary School. Mary has been referred for consideration for receipt of special education services. Mary is suspected of having a disability that interferes with her educational progress. In the near future, you will receive correspondence from us about a meeting to discuss Mary's referral for special education services.

Mary's teacher is Mrs. Lois Wise. Please contact Mrs. Wise to make an appointment to talk with her about Mary's school work. She will also make Mary's school record available to you and will arrange for you to meet Mary.

Please let us know if we can be of assistance.

Sincerely,

Ava Bird, Principal  
Harvard Elementary School

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