

*Surrogate parent should fill in the areas under columns with an asterisk (\*) prior to returning files to the Bureau of Special Education (BSE) staff. The return date must reflect the actual day each file is returned.* ***On the day of the return, BSE staff must verify the files indicated on this form.***

***Please Note: As a requirement under FERPA,*** Confidentiality of student information is based on legal and ethical precepts derived from constitutional law, federal and state mandates related to health and education, and social work ethical standards. ***All Contracted Surrogate Parents must comply with FERPA***

***(***[***https://ww2.ed.gov/policy/gen/guid/fpco/ferpa/index.html***](https://ww2.ed.gov/policy/gen/guid/fpco/ferpa/index.html)***), making special efforts to protect the privacy of student education records.***

***NOTE: If files are returned by an adult other than the surrogate parent, that individual must sign at the bottom of the page.***

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| --- | --- | --- | --- | --- |
| SURROGATE PARENT NAME |  | RECEIVED BY |  | DATE RECEIVED |
| Print: |  |  | **Sign:** |  |  |  |
| Sign: |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| \*Student Name | \*Date of Birth | **\*Number of files** |
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