

## Notice of Appointment to Serve as a Surrogate Parent

Date of Appointment:

Dear Mr./Mrs.:

The *[school district]* appoints you to serve as a surrogate parent in accordance with both federal ([34 CFR § 300.519](#)) and Alaska ([4 AAC 52.590-610](#)) regulations. According to these regulations, you, as a surrogate parent, will have all the rights and responsibilities of parents in matters relating to the special education process.

The term of your appointment is: \_\_\_\_\_

The student you will represent is: \_\_\_\_\_

This student is currently placed in an educational program at:

*[School and principal contact information]*

If you have any questions about your appointment or your rights and responsibilities as a surrogate parent, please call me.

Sincerely,