

**REQUEST TO SOCIAL SERVICE AGENCY  
FOR INFORMATION ABOUT EDUCATIONAL RIGHTS**

Date: \_\_\_\_\_

Student: \_\_\_\_\_

Dear Agency: \_\_\_\_\_

In accordance with the Code of Federal Regulations (CFR) 300.515(a), it is necessary to accurately determine the status of the parent's educational rights of the above-named student for special education purposes. Please use the attached form and complete all indicated information.

If parent educational rights have not been limited, please provide as much information as possible. We would appreciate assistance in locating the parents.

If the student is an adult, please indicate whether or not a conservator has been appointed.

Thank you for your cooperation in this matter. Please return the attached Educational Rights Information Sheet.

Should you have any questions or require further information, please contact me.

Sincerely,

School District: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**NOTE** to school district staff:

Review student's file to determine agency responsible for placement and case management of the student. Forward this letter with form SP-2 (Educational Rights Information Sheet) to the agency.