

School Name and Address

Attention: Principal

Multnomah Education Service District
Department of Health and Social Services
11611 NE Ainsworth Circle
Portland, Or. 972002
Att: Marcia Gudge

DRAFT

Re: (Student) name and DOB)

Date:

DHS Case No.:

To Whom It May Concern:

This letter is to inform you that the above named student who attends your school is in the legal custody of Department of Human Services (DHS) and to trigger you adding this information about legal custody to your student information system. This notification is confidential and should be released or shared only as legally required. DHS will inform you in writing when the student is no longer in the legal custody of DHS. A copy of the current Court order is enclosed.

The last school this student attended was (Name) in (City/State). (*Indicate residential treatment center if applicable*).

The student is in Special Education/has IEP: Yes No Unknown to DHS

The student has a 504 plan: Yes No Unknown to DHS

The student is in Early Intervention/Early Childhood Special Education:

Yes No Unknown to DHS

If the student is in Special Education, the Court has ordered that your school or District Office send copies of any of the following documents that you have in your record to me, the assigned DHS caseworker: most recent IEP or IFSP; most recent psycho-educational evaluation and/or assessments; eligibility forms; safety plan; functional behavioral assessment; and, behavioral intervention plan.

Please include me as the DHS caseworker in notifications of educational team meetings for this student.

Any additional special instructions related to education, health and safety are as follows: *(include any persons not allowed to have contact with child)*.

If you have any questions please feel free to call me as I am the current caseworker. I can be reached at (Phone #, email address)

Thank you,

(Caseworker Name)
Social Service Specialist
Gresham Child Welfare

DRAFT

Encl.