

School Name and Address

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Multnomah Education Service District  
Department of Health and Social Services  
11611 NE Ainsworth Circle  
Portland, Or 97202  
Att: Marcia Gudge

Re: (Student) name and DOB)  
DHS Case No:

To Whom It May Concern,

This letter is to inform you that the above named student is no longer in the custody of the Department of Human Services (DHS). A copy of the order dismissing custody to DHS is enclosed.

This letter should trigger removal of DHS as having legal custody of the student from your student information system.

Thank you,

(Caseworker Name)  
Social Service Specialist  
(Branch Name) Child Welfare

**DRAFT**

Encl.