

State of Vermont
Department for Children and Families
Commissioner's Office
103 South Main Street, 5 North Turret
Waterbury, VT 05671-5920

State of Vermont
Department of Education
Commissioner's Office
120 State Street
Montpelier, Vermont 05620-2501

MEMORANDUM

TO: Special Education Directors
School Principals
District Supervisors, Department for Children and Families
Executive Director, Vermont Surrogate Parent Program &
Regional Coordinators, Vermont Educational Surrogate Parent Program

FROM: Commissioner Richard H. Cate, Department of Education
Commissioner Stephen R. Dale, Department for Children and Families

DATE: March 28, 2008

RE: Children in the Custody of DCF on IEPs with Surrogate Parents

In the interest of ensuring the stability of educational services for children with disabilities in DCF custody, it will be necessary for all school districts to distribute attendance records for all children in DCF custody receiving special education services. Attendance records should be delivered to all DCF caseworkers, and to regional coordinators affiliated with the Vermont Educational Surrogate Parent Program. Again, this distribution only applies to those children in the custody of DCF receiving special education services and for whom a surrogate parent has been assigned.

Following a review of these attendance records, a child's case will be reported to the Local Interagency Team (LIT) under any of the following occurrences:

- When a school district reports a child's absence of 15 days or more in a school quarter;
- When a school district reports a child's absence of 20 or more days in a trimester; or
- When a school district reports a child's absence of 45 or more days in one school year.
- In the event districts fail to provide an attendance record to the DCF caseworker or surrogate parent program regional coordinator, individuals from these programs will refer the child's case to the LIT.

Questions regarding this new protocol may be submitted to either Diane Janukajtis, Exec. Dir., Vermont Surrogate Parent Program (828-5108 / diane.janukajtis@state.vt.us); or Sheila Duranleau (Sheila.duranleau@ahs.state.vt.us from DCF.

