San Diego Unified School District
Supports for Children and Youth in Transition

Surrogate Parent Checklist

Student’s Name (last, first) ___________________ ID Number ___________________ Date of Birth ___________________ Case Manager ___________________

☐ Yes ☐ No 1. Are the whereabouts of the parent(s) known?
   If Yes, STOP. Work through the parent(s).
   If No, continue through checklist.

☐ Yes ☐ No 2. Is the student living with a person “acting as a parent” (relative, guardian, etc.) who is willing to be involved in the student’s education?
   If Yes, STOP. Work through the person acting in the capacity of the parent.
   If No, continue through checklist.

☐ Yes ☐ No 3. Is the student a ward of the state?
   If No, STOP. Work through the parent(s), person(s) acting in the capacity of a parent.
   If Yes, continue through checklist.

☐ Yes ☐ No 4. Have the parental rights been terminated? (School must verify through DCF)
   If No, STOP. Work through the parent(s).
   If Yes, continue through checklist.

☐ Yes ☐ No 5. Is the student currently in a foster home and has the student been there at least three months?
   If Yes, continue to #6.
   If No, continue to #7.

☐ Yes ☐ No 6. Is the foster parent willing to act as the parent regarding educational placement?
   If Yes, STOP. Work through the foster parent.
   If No, continue through checklist.

☐ Yes ☐ No 7. Is the student currently living in a group home run by a community agency?
   If No, STOP. Work through the parent(s), person(s) acting in the capacity of a parent, or foster parent (see #5).
   If Yes, continue through checklist.

If you have reached this point and have not had to “STOP”, follow these procedures:

• Fill out the Surrogate Parent Request Form
• Fax completed Surrogate Parent Request form and the Surrogate Parent Checklist to:
  Children and Youth in Transition Office
  619-725-8184

• Questions: Call the Children and Youth in Transition Office (619) 725-8169.

Please complete before forms before faxing them.