



## EDUCATION DECISION-MAKING ROLES WHO CAN SIGN WHAT

### SOCIAL WORKERS:

- **MAY** request a Full Team Evaluation including any evaluations that are needed in the suspected area of need/concerns
- **MAY** sign the request for the complete cumulative educational records, including special education files, regular education files and discipline records
- **MAY** sign permission for the release of records
- **MAY** sign the 688 referral
- **MAY** sign the attendance sheet as members of 504 Team Meeting
- **MAY** sign the attendance sheet as members of an IEP Team Meeting
- **MAY** register a student into school when DCF has C&P custody
- **MAY** sign DMH and DDS applications for services (if youth is in DCF custody prior to age 18; after 18, the youth or parent signs the application)
- **MAY** request a Special Education Surrogate-Parent (if DCF has C & P custody) and may submit the paperwork for an LEA clarification
- **MAY NOT** sign consent for evaluation
- **MAY NOT** sign an IEP

### FOSTER PARENTS:

- **MAY** request a Full Team Evaluation including any evaluations that are needed in the suspected area of need/concerns (as long as the foster parent is the special educational decision-maker)
- **MAY** sign request for education records (if the foster parent is the educational decision-maker)
- **MAY** register a student into school (if the child is living in the foster home)
- **MAY** sign consent for field trips, etc. (if the child is living in the foster home and they are the educational or special education decision-maker)
- **MAY** sign an IEP (if the foster parent is the special education decision-maker)

### PARENTS:

- **MAY** request a Full Team Evaluation including any evaluations that are needed in the suspected area of need/concerns (as long as the parent is the special education decision-maker)
- **MAY** sign request for education records (if the parent is the education decision-maker)
- **MAY** register a student into school (if the child is living with them)

# Tip Sheet

- MAY sign consent for field trips, etc. (if the child is living with them and they are the education decision-maker)
- MAY sign an IEP (if the parent is the special education decision-maker)

## SPECIAL EDUCATION SURROGATE PARENTS:

- MAY request a Full Team Evaluation including any evaluations that are needed in the suspected area of need/concerns
- MAY sign request for education records
- MAY sign an IEP
- MAY NOT sign the 688 referral