

## SURROGATE PARENT PROCEDURES

A surrogate parent must be appointed when no parent can be identified; the LEA, after reasonable efforts, cannot locate a parent(s); the child is a ward of the State under the laws of Pennsylvania, or the child is an unaccompanied homeless youth as defined by the McKinney – Vento Homeless Assistance Act. The LEA must ensure that a person selected as a surrogate parent:

- \* is not an employee of the State Education Agency, the Local Education Agency or any other agency that is involved in the education or care of the child
- \* has no personal or professional interest that conflicts with the interest of the child the surrogate parent represents
- \* has knowledge and skills that ensure adequate representation of the child

The surrogate parent may represent the child in all matters relating to the identification, evaluation, and educational placement of the child and the provision of FAPE to the child. The LEA must make reasonable efforts to ensure the assignment of the surrogate parent not more than thirty (30) days after the LEA determines that the child needs a surrogate parent.

When the LEA identifies a child that needs a surrogate parent the procedure followed includes:

1. A request is made to Schuylkill Intermediate Unit to initiate the process for appointment of the surrogate parent.
2. The process includes advertising, if necessary, a surrogate parent training session and provision of educational materials to the surrogate parent.
3. The process is conducted in conjunction with the LEA and completed within thirty (30) days of determination by the LEA that the child requires a surrogate parent.