

Special Education Check-In: Parent Involvement Survey and Surrogate Parent



Arizona Department of Education
Exceptional Student Services
Updated April 2024

Parent Involvement Survey

- Indicator 8: Parent Survey
- Importance of Parent Survey
- Statistics
- ADEConnect: Data Surveys
- Common Questions from Parents
- Resources

Indicator 8: Parent Involvement Survey

- The survey measures the percentage of parents with a child receiving special education services who report that schools facilitated parent involvement as a means of improving services and results for children with disabilities.
- The purpose of the survey is to gauge how well the school is involving parents in decisions regarding their child's special education services.
- Part of Arizona's SPP/APR (State Performance Plan and Annual Performance Report)

School Year 2023 Results

- Indicator 8: 90.49% (19,956/22,054)
- Students Completed: 22,054
- Students Satisfied: 19,956
- Students Eligible: 149,838
- Participation Rate: 14.27% (22,054/149,838)

School Year 2024 Results As of April 16, 2024

- Students Completed: 10,102
- Students Eligible: 143,967
- Participation Rate: 7%

- Please encourage your students' parents to participate

Parent Survey Online Application

- The short, online-only survey can be completed in less than ten minutes on a computer, tablet, or smart phone
- Users are prompted to choose English or Spanish
- Each unique, **confidential**, login code allows the survey application to extract demographic information about the student from AzEds
- Schools should have distributed the unique codes and instructions to parents by now

ADE Data Collection

- Annually; The survey is open March 1 through May 31, 2024
- October 1 census list generates student login codes
- Must have been enrolled and had IEP on October 1, 2023
- Ages 3–22 (all students on IEPs)
- Districts survey parents of their private day/tuitioned-out students
- Students over 18 take the survey unless a parent has retained IEP rights

ADEConnect – Data Surveys App

- ADEConnect
- Resources
- Student List
- Reports



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ADEConnect Homepage: Choose View Applications

The screenshot displays the ADEConnect homepage. At the top left is the ADEConnect logo. The top right navigation bar includes links for Home, Applications, Reports, Help, Feedback, and Account. The main banner features an open book with the text 'ADEConnect' and the tagline 'Your connection to all ADE applications'. Below the banner, a user is welcomed as Stefanie Sharkey, and a message states 'No announcements available'. Three primary action buttons are presented: 'Applications' (with subtext 'Access and use ADE applications.' and a 'View Applications' button), 'My Profile' (with subtext 'Manage your profile.' and a 'View My Profile' button), and 'Help' (with subtext 'Find help regarding the portal.' and a 'Help and FAQ's' button).

ADEConnect

Home Applications Reports Help Feedback Account ▾

ADEConnect

Your connection to all ADE applications

Welcome Stefanie Sharkey

No announcements available

Applications

Access and use ADE applications.

View Applications

My Profile

Manage your profile.

View My Profile

Help

Find help regarding the portal.

Help and FAQ's

Choose Exceptional Student Services Portal



Applications

[Hide All]

Arizona Department of Education (79275)	[-]
AzEDS Portal	★ ↗
AzEDS Identity	★ ↗
Exceptional Student Services Portal	★ ↗
ADE Motor Pool Reservation System	☆ ↗
ADE Professional Learning and Development (APLD)	☆ ↗
AZDash	☆ ↗
AzEDS Identity UAT	☆ ↗
AzEDS Portal UAT	☆ ↗
Education Organization System	☆ ↗
Grants Management	☆ ↗
IT Change Management	☆ ↗

Navigation 🔍

Arizona Department of Education (79275)

Independent Applications

Choose Data Surveys



APPLICATION PORTAL

EXCEPTIONAL STUDENT SERVICES

Home

ESS Portal - Data Visualization

Welcome to the Exceptional Student Services Application Portal

Administrative Applications

Systems that facilitate administrative business processes such as Private Day School, RTC, Vouchers and Surrogate applications.

[Dispute Resolution](#)
[Public Comment](#)
[Special Education Program Approvals](#)
[Surrogate Parent](#)

Surveys & Assurances

The Statement of Assurances and surveys for Parent Involvement, Teacher Attrition, Post School Outcomes, and other information.

[Data Surveys](#)
[Post School Outcomes Survey](#)
[Statement of Assurances](#)

Data Collection & Reporting

Applications that facilitate data collection efforts which determine Federal IDEA Indicators.

[Legacy - Discipline Data Collection](#)
[October 1 Data Collection](#)
[Special Education Data Dashboard](#)

Vouchers & Claims

Applications which provide funding for residential, institutional, and specific special education placements.

[High Cost](#)
[Vouchers](#)
[Extraordinary Special Education Needs](#)

Monitoring & Compliance

Monitoring activities that are based on risk analysis outcomes that are aligned to the SPP/APR and reflect the importance of indicator data.

[Maintenance of Effort](#)
[Monitoring](#)
[PEA Determinations](#)
[Risk Analysis](#)

School Resources



DATA SURVEYS

EXCEPTIONAL STUDENT SERVICES

[Home](#) [Student List](#) [Reports](#) [Admin](#)

Welcome to the Exceptional Student Services Data Survey Tool.

Parent Involvement Survey Information

The survey will open March 01 - May 31.

[PEA Survey Instructions](#)

[User Instruction Letter](#)

[Preview Survey Questions](#)

[Progress Report Instructions](#)

[Question-by-Question Report Instructions](#)

[Family Engagement Action Plan](#)

[Family Engagement Strategies](#)

[FY23 Statewide Question-By-Question Report](#)

Parentally Placed Private School Student Survey

Please note: The FY24 Parentally Placed Private School Student Survey is only intended for Public School District-level users! This survey will open in May 2024.

[FY24 Parentally Placed Private School Students Survey](#)

This survey will close on August 14, 2024.

IDEA 2004 requires that each public education agency (PEA) maintain its records and provide to the State the information contained in this survey.

[Instructions](#)

[Frequently Asked Questions](#)

Teacher Attrition Survey Information

Please note: The FY24 Teacher Attrition Survey is intended for PEA Level Users only! This survey must be performed at the PEA level. Please ensure you are accessing the survey at the PEA level entity and not the site level.

The FY24 Teacher Attrition Survey is now open.

[Teacher Attrition Survey FY24](#)

The survey opened on November 1, 2023, and will close on **January 31, 2024.**

Helpful Tip!

How to Get to Your Student Codes

1. Log into ADEConnect
 2. Applications
 3. Exceptional Student Services Portal
 4. Data Surveys
 5. Student List tab
 6. Choose Survey Name: 2024 – FY24 Parent Involvement Survey
 7. Choose your school
- On the right side of the screen, the envelope symbol will create a mail merge for you and save the zip file to your computer.
 - Also, on the right side of the screen, the green Excel icon will generate a spreadsheet of the information that you can use to create your own mail merge. Use the provided User Instruction Letter if you choose this method.

How to Get to Your Student Codes (Continued)



DATA SURVEYS

EXCEPTIONAL STUDENT SERVICES

Home **Student List** Reports Admin

Help Welcome, Sharkey, Stefanie

Student List

Survey Name: 2024 - FY24 Parent Involvement Survey

School Name: - No School Selected -

Note: The source of data used to compile the students below is from the ESS October 1 Data Collection. These students were included in your October 1 count for the same fiscal year of this survey.

Show 100 entries

Search:

District Name	School Name	Survey Code	First Name	Last Name	Gender	Birth Date	Grade	Student ID	Created Date
No matching records found									

Showing 0 to 0 of 0 entries

Previous Next

New! Download, Print and/or Email pre-merged User Instruction Letters. To begin, select a school from the School Name dropdown field.

Please note: By default, this merge feature creates letters for all students enrolled at the selected school. To download only specific students, click on the applicable checkboxes below and re-click on the mail-merge icon above.

Download to assist manual mail merges.



How to View Progress

1. Log into ADEConnect
2. Applications
3. Exceptional Student Services Portal
4. Data Surveys
5. Reports tab
6. Choose Report Name: Survey Progress
7. Choose Survey Name: 2024 – FY24 Parent Involvement Survey
8. Choose your school

The report will show you your overall participation rate and a breakdown of which students have completed the survey.

How to View Progress (continued)

 DATA SURVEYS
EXCEPTIONAL STUDENT SERVICES

Home Student List **Reports** Admin ▾

Report Name: [Click the dropdown for options.](#)
Survey Progress ▾

Survey Name: 2024 - FY24 Parent Involvement Survey ▾

District Name: - All - ▾

[View Report](#) [Download Excel](#) [Download PDF](#)

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Questions That Might Come Up From Parents

- Where do I get my student's code? **From the school, district office, or ADE.**
- Do each of my children have their own code? **Yes, each will have a unique code.**
- What if my child was enrolled in another school earlier in the school year? **The student needed to be enrolled and on an IEP on October 1, 2023, to have a code.**
- Is there a Spanish version? **Yes.**
- What if my student is on a 504 plan? Do I still take the survey? **No, only students on IEPs.**
- What if my code isn't working? **Reach out to school, district office, or ADE to confirm the code.**
- What if the parent does not have a phone, tablet, or computer with internet access? **The school should make arrangements to help the parent. (Ex: provide access to computer lab.)**
- Can you take the survey more than once? **Yes, but it will overwrite your responses.**
- Can divorced parents both take the quiz? **The student will only have one code, so the parents will have to decide which parent will respond.**

Parent Survey Questions (1/3)

- The Parent Survey uses a Likert Scale
 - Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree
 - Not Applicable

Parent Survey Questions (2/3)

1. I work together with the IEP team as an equal partner to develop my or my child's IEP.
2. I feel comfortable telling my ideas about how well special education services meet my or my child's needs.
3. The teacher(s) keep(s) in touch with me regularly about my or my child's progress.
4. My relationship with the school staff has a positive effect on my or my child's education.
5. Administrators are available to discuss my questions or concerns.
6. My school helps me play an active role in my or my child's education.

Parent Survey Questions (3/3)

7. The school explains what choices I have if we disagree.
8. Overall, I am satisfied with how my or my child's school makes it easy for me to be involved.
9. How does your school encourage you to be involved?

- Questions 1—8 are always confidential.
- Question 9 is an open-ended question and will be confidential unless a student or a specific situation is identified.

Resources for Parents and Schools

- Website: Parent Involvement Survey Info for Families
 - Preview Survey Questions
 - Link to Survey Application
 - Sample User Instruction Letter
 - Resources (tips to strengthen parent/teacher partnerships for student success)
- Website: Parent Involvement Survey Info for Schools
 - Resources (Instructions for Schools)
 - Family Engagement Strategies
 - Family Engagement Action Plan
 - Family Engagement Quick Links

Any Questions About
Parent Survey?



Parent Involvement Survey Specialist

Stefanie Sharkey

(520) 770-3175

Parent Survey Inbox

Surrogate Parent: When, Why, and How

- IDEA Definition of Parent
- Identify situations when a Surrogate Parent is needed
- Roles and Responsibilities
 - ADE, DCS, PEA, TCPS, and Surrogate Parent
- How to Apply
 - Appointment
 - Termination

IDEA Definition of Parent

34 C.F.R. § 300.30

(a) Parent means—

- (1) A biological or adoptive parent of a child;
- (2) A foster parent, unless State law, regulations, or contractual obligations with a State or local entity prohibit a foster parent from acting as a parent;
- (3) A guardian generally authorized to act as the child's parent, or authorized to make educational decisions for the child (but not the State if the child is a ward of the State);
- (4) An individual acting in the place of a biological or adoptive parent (including a grandparent, stepparent, or other relative) with whom the child lives, or an individual who is legally responsible for the child's welfare; or
- (5) A surrogate parent who has been appointed in accordance with §300.519 or section 639(a)(5) of the Act.

Biological/Adoptive Parent

If there is a biological or adoptive parent, and their rights are intact, they are the IDEA parent.



Notice to Provider Given to Foster Parents

- DCS provides foster parents the Notice to Provider for each child placed in their home at the time of placement.
- The Notice to Provider includes the DCS case manager's contact information, specifications about contact with the child's family, and the child's health coverage number (CMDP number or ALTCS verification information).
- **This document authorizes foster parents to enroll the child in school and obtain medical care for the child.**

Source: <https://dcs.az.gov/resources/faq/question-what-notice-provider-form>

When the Foster Parent Can Act as the IDEA Parent

- Biological parents' rights have been severed and the student is placed with a foster parent
 - Surrogate Parent is needed for students placed in group homes
- Biological parent still has rights but is not "attempting to act as parent" and the student is placed with foster parent
 - Document all attempts to try to involve biological parent(s)
 - If biological parents' still have their rights and they are attempting to act as parent, they must be considered the IDEA parent
- If a judicial decree or order identifies the foster parent as the IDEA parent

Court-Appointed Educational Decision Maker (EDM)

- Judges can appoint an “Educational Decision Maker” for children who have no parent or guardian to make education decisions for them or when a court concludes that appointing an EDM is in the best interest of a child.
- Example: If biological/adoptive parents’ rights are still intact, but DCS does not feel that they are acting as parent, DCS can work with the Attorney General to motion the court to have a judge appoint a surrogate parent or EDM for educational rights only.

Individual Acting in Place of Parent

- An individual acting in the place of a biological or adoptive parent (including a grandparent, stepparent, or other relative)
 - with whom the child lives or
 - an individual who is legally responsible for the child's welfare.



Surrogate Parent

- Represents the rights of a student
 - Who is receiving special education services **or**
 - Who is being considered for special education eligibility
- When no adult who has the legal authority to make decisions is available.



Situations That Require a Surrogate

- No one available who meets the IDEA definition of parent
- Parents' whereabouts cannot be determined after multiple attempts
- Child is a ward of the state
- Unaccompanied Youth: McKinney-Vento Homeless Act



Role of the PEA (Public Education Agency)

- Ensure that the rights of the child are protected
- Determine the need for a surrogate parent
- **Ask ADE if there is already a surrogate parent in place**
- Contact potential surrogate parents to identify an individual willing and able to serve before applying
- Submit online application
- Submit online termination



Determining Need

- The PEA must make a reasonable effort to discover the whereabouts of an IDEA parent before assigning a surrogate parent. If the PEA cannot locate a biological, adoptive, or a foster parent, a surrogate parent must be appointed.
- The SEA must make efforts to ensure that a surrogate parent is assigned **not more than 30 calendar days** after the public agency determines that the child needs a surrogate parent.



Who Can Be a Surrogate Parent

An individual who

1. Has the skills and knowledge to adequately represent the student through the Special Education process
2. Has a current Fingerprint Clearance Card
3. Has been through training with ADE
4. Does not have a conflict of interest



Who Cannot Be a Surrogate Parent

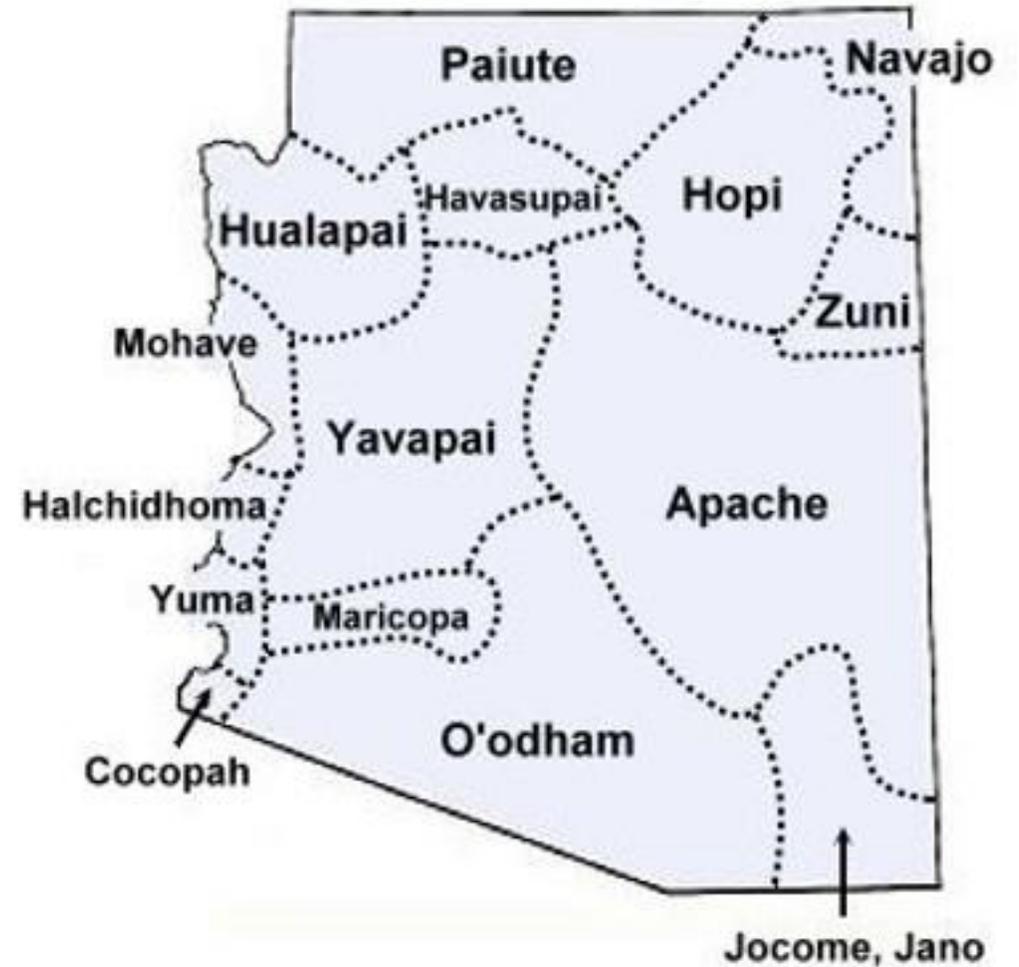
Federal law specifically prohibits employees of the State Education Agency, the child's school, or employees of any agency involved in the child's education or care from serving as the child's surrogate parent.

[34 C.F.R. §300.519(d)]



Tribal Child Protective Services

Tribal Child Protective Services case managers are able to act as the parent during the special education process for children who are wards of the tribe.



Students Who Are Wards of the Tribe

- The Indian Child Welfare Act (ICWA) provides that tribes have exclusive jurisdiction over any proceedings involving a Native American child who is a ward of the tribal court, regardless where the child resides or is domiciled. Consequently, a tribal court is a court of competent jurisdiction with respect to matters involving Native American children and shall be responsible for the appointment of surrogate parents where necessary.
- In short, if the child is a ward of the court/state, IDEA applies and, therefore, DCS case managers would *not* be allowed to act in the role of “parent.” However, **if the child is a ward of the tribal court, that court is responsible for appointment of surrogate parents, who may be the case manager if the court so chooses.**

Role of ADE

- Be available for questions, concerns, scenarios
- PD for PEAs and Agencies
- Maintain current list of surrogate parents
- Officially appoint and terminate surrogate relationships within 30 days of receiving application
- Recruit and train volunteers



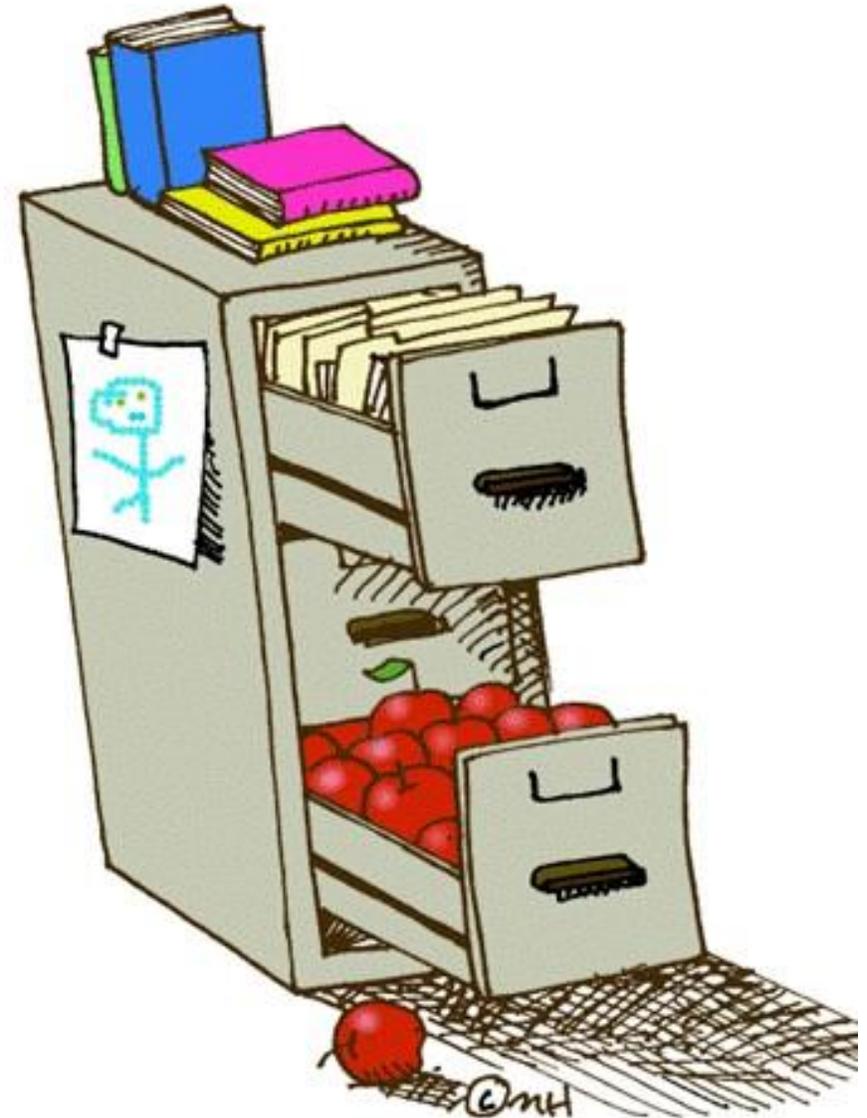
Role of the Surrogate Parent

- **Commitment** to the student's educational needs
- **Communicate** with school personnel
- **Familiarize** yourself with the student's educational history
- **Participate** in meetings
- **Act** on behalf of the student



Authority of the Surrogate Parent

- Consent to an evaluation and initial provision of services
- Actively participate as a parent in Special Education related meetings including evaluation, reevaluation, and IEP Development
- Inspect and review the child's education records
- Access procedural safeguards rights, including Dispute Resolution options
- File for Due Process



Limits of the Surrogate Parent

No authority or responsibility

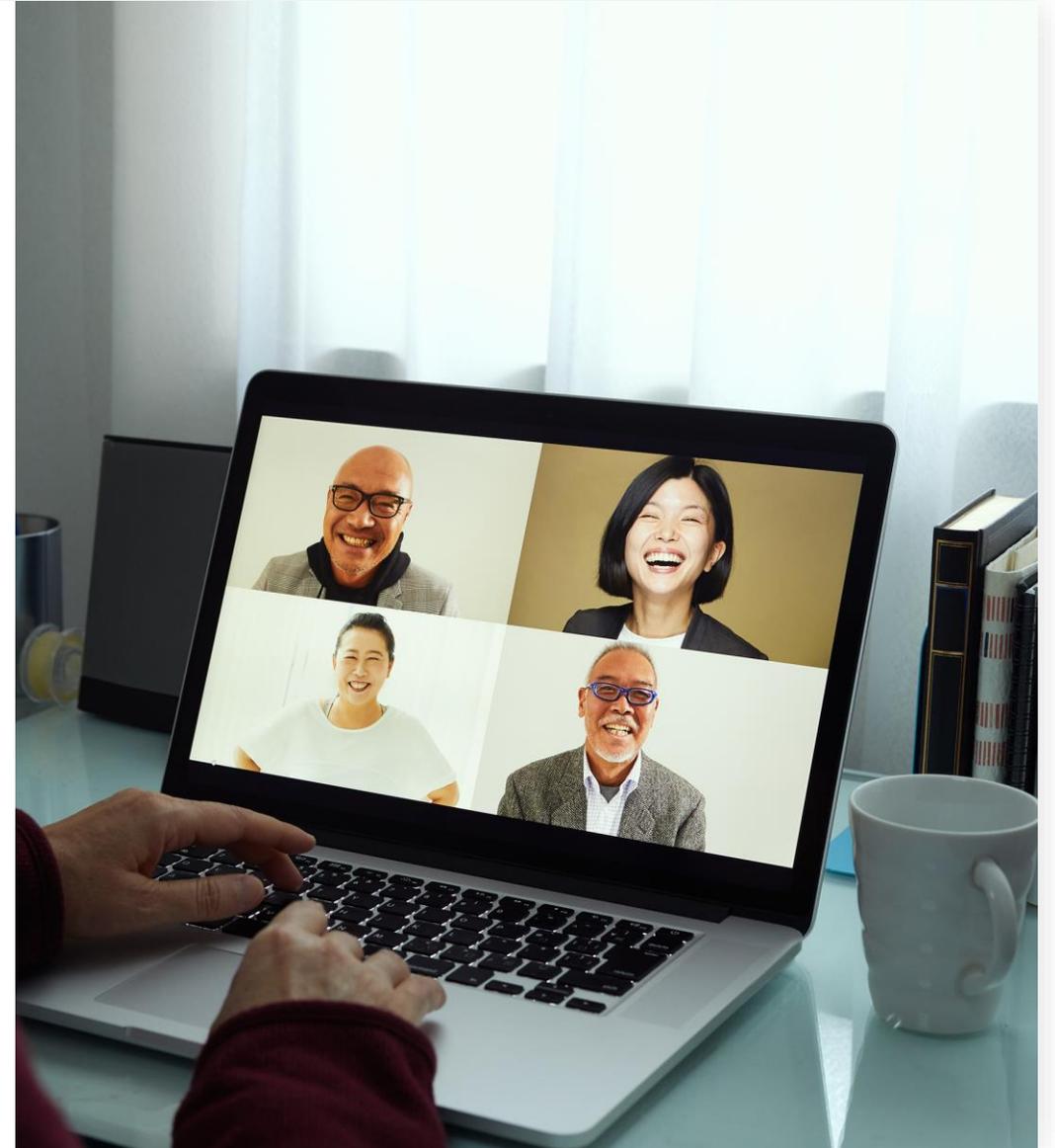
- For the care, maintenance, or financial support of the student.
- To approve a non-educational placement in a group home or foster home.



Parent Participation

Schools must take steps to ensure that the parent is present at each IEP team meeting or are afforded the opportunity to participate, including

- Notifying them early enough to ensure that they will have the opportunity to attend
- Scheduling the meeting at a mutually agreed on time and place
- When parents cannot attend, the school may use other methods, such as conference telephone calls or a video conference.



ADEConnect: Surrogate Parent App

- ADEConnect
- Current List of Surrogate Parents
- Applications
 - Appointment
 - Termination



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Before You Begin the Process

- Please contact the Surrogate Parent Program Coordinator to see if the student already has a surrogate parent appointment in place.
- Provide the student's SSID number.

ADEConnect Homepage: Pick View Applications

The screenshot displays the ADEConnect homepage. At the top left is the ADEConnect logo. The top right navigation bar includes links for Home, Applications, Reports, Help, Feedback, and Account. The main header features a large image of an open book with the text 'ADEConnect' and the tagline 'Your connection to all ADE applications'. Below this, a white box contains a personalized welcome message: 'Welcome Stefanie Sharkey' and a note that 'No announcements available'. The bottom section consists of three distinct, rounded rectangular boxes. The first box, titled 'Applications', contains the text 'Access and use ADE applications.' and a blue button labeled 'View Applications'. The second box, titled 'My Profile', contains 'Manage your profile.' and a blue button labeled 'View My Profile'. The third box, titled 'Help', contains 'Find help regarding the portal.' and a blue button labeled 'Help and FAQ's'.

ADEConnect

Home Applications Reports Help Feedback Account ▾

ADEConnect

Your connection to all ADE applications

Welcome Stefanie Sharkey

No announcements available

Applications
Access and use ADE applications.
[View Applications](#)

My Profile
Manage your profile.
[View My Profile](#)

Help
Find help regarding the portal.
[Help and FAQ's](#)

Pick Exceptional Student Services Portal



ADEConnect

Home Applications

Applications

[Hide All]

Arizona Department of Education (79275)	[-]
AzEDS Portal	★ ↗
AzEDS Identity	★ ↗
Exceptional Student Services Portal	★ ↗
ADE Motor Pool Reservation System	☆ ↗
ADE Professional Learning and Development (APLD)	☆ ↗
AZDash	☆ ↗
AzEDS Identity UAT	☆ ↗
AzEDS Portal UAT	☆ ↗
Education Organization System	☆ ↗
Grants Management	☆ ↗
IT Change Management	☆ ↗

Navigation 🔍

Search for entity

Arizona Department of Education (79275)

Independent Applications

Pick Surrogate Parent



APPLICATION PORTAL

EXCEPTIONAL STUDENT SERVICES

[Home](#) [ESS Portal - Events](#) [ESS Portal - Data Visualization](#)

Welcome to the Exceptional Student Services Application Portal

Administrative Applications

Systems that facilitate administrative business processes such as Private Day School, RTC, Vouchers and Surrogate applications.

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The Statement of Assurances and surveys for Parent Involvement, Teacher Attrition, Post School Outcomes, and other information.

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Monitoring activities that are based on risk analysis outcomes that are aligned to the SPP/APR and reflect the importance of indicator data.

- [Maintenance of Effort](#)
- [Monitoring](#)
- [PEA Determinations](#)
- [Risk Analysis](#)

If You Do Not Have Access or Permissions to Apps in ADEConnect

- Only the Entity Admin can assign roles or permissions to other users.
- Please ask your Entity admin to assign the role of “Surrogate –School user” at school level and “Surrogate – LEA user “ at LEA Level, depending on your position.
- If your entity admin still has further questions, they can reach out to ADE Support for more help.
 - Phone 866-577-9636
 - [Submit a Help Desk Ticket](#)

Surrogate Parent App Homepage



SURROGATE PARENTS

EXCEPTIONAL STUDENT SERVICES

[Home](#) [Manage Applications](#) ▾ [Parents](#) ▾ [Students](#) [Help](#) ▾ [Welcome Users, ESS Surrogates LEA School](#) ▾

Welcome to the Surrogate Parent Application!

Arizona Department of Education
Exceptional Student Services

1535 W. Jefferson St., Bin #24
Phoenix, AZ 85007
Email: ESSurrogateParents@azed.gov
Phone: (520) 770-3175
Receptionist: 602-542-4013

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To Get to the Parent List

Once you have confirmed a student needs a surrogate parent, please contact a volunteer to make sure they are willing and able to be the surrogate parent before submitting the application.



SURROGATE PARENTS

EXCEPTIONAL STUDENT SERVICES

Home Manage Applications - Parents - Students Help - Welcome Users, ESS Surrogates LEA School -

Student Relationships

Available Parents

Welcome to the Surrogate Parent Application!

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Surrogate Parent List



SURROGATE PARENTS

EXCEPTIONAL STUDENT SERVICES

Home Manage Applications ▾ Parents ▾ Students Help ▾ Welcome Users, ESS Surrogates LEA School ▾

Export Available Parents

Available Parents

Showing 1 to 129 of 129 entries

Search:

Parent ID ▾	Surrogate Name ▾	Email ID ▾	Phone Number ▾	City ▾	County ▾	# Students Assigned ▾	Expiration Date ▾
1107				Chandler	Maricopa	3	
1233				Tucson	Pima	0	
1135				Phoenix	Maricopa	3	
1240				Tempe	Maricopa	1	
1100				Chandler	Maricopa	1	
1067				Scottsdale	Maricopa	1	

Parent ID Link



SURROGATE PARENTS

EXCEPTIONAL STUDENT SERVICES

Home Manage Applications ▾ Parents ▾ Students Help ▾ Welcome Users, ESS Surrogates LEA School ▾

Parent Information - [REDACTED]

Parent ID	1107	First Name*	[REDACTED]	Last Name*	[REDACTED]
Street Address*	[REDACTED]	Primary Phone*	[REDACTED]		
City*	Chandler	Email Address*	[REDACTED]	Primary Phone Type	Mobile
State	AZ	County*	Maricopa	Other Phone	
Zip Code*	[REDACTED]			Other Phone Type	
Status	Active	Allow Override	True		
Comment	[REDACTED]				

Qualification

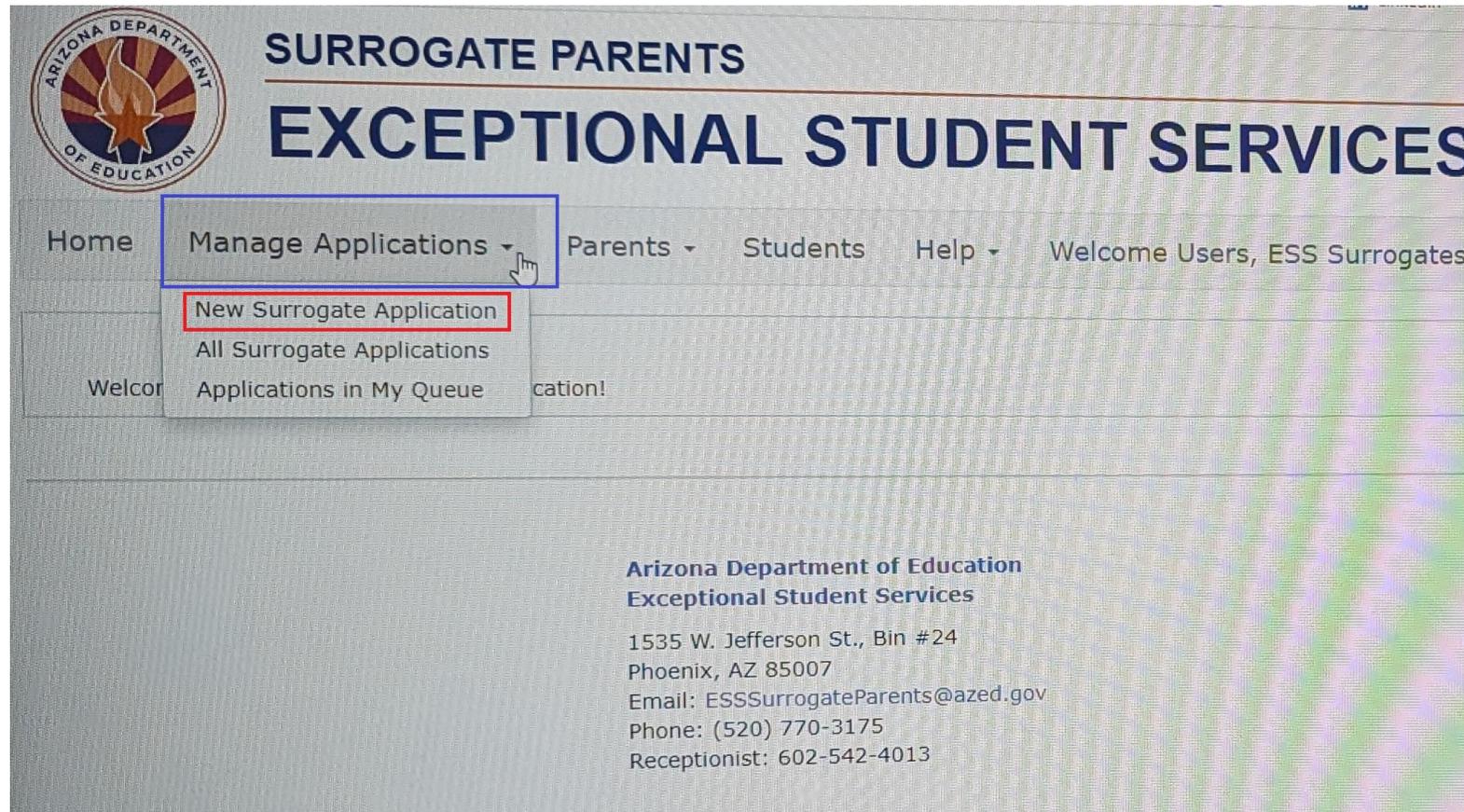
Fingerprint Details					
Card Number	[REDACTED]	Status	Valid	Expiration Date	[REDACTED]

Showing 0 to 0 of 0 entries

Search:

Appointment History					
State Student ID	Student Name	Start Date	End Date	District	School

New Surrogate Application



 **SURROGATE PARENTS**
EXCEPTIONAL STUDENT SERVICES

Home **Manage Applications** ▾ Parents ▾ Students Help ▾ Welcome Users, ESS Surrogates

- New Surrogate Application**
- All Surrogate Applications
- Applications in My Queue

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1535 W. Jefferson St., Bin #24
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Phone: (520) 770-3175
Receptionist: 602-542-4013

Enter SSID – School User Permissions



SURROGATE PARENTS

EXCEPTIONAL STUDENT SERVICES

Home Manage Applications ▾ Parents ▾ Students Help ▾ Welcome Users, ESS Surrogates LEA School ▾

District Name:

[REDACTED]

School Name:

[REDACTED]

SSID:*

Submit

Before entering SSID, please contact and confirm a surrogate parent from the list of available parents.

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1535 W. Jefferson St., Bin #24
Phoenix, AZ 85007
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Receptionist: 602-542-4013

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Enter SSID – LEA User Permissions



SURROGATE PARENTS

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Home Manage Applications ▾ Parents ▾ Students Help ▾ Welcome Users, ESS Surrogates LEA School ▾

District Name:

[Redacted]

School Name: *

-- Choose One --

SSID:*

Submit

Before entering SSID, please contact and confirm a surrogate parent from the list of available parents.

**Arizona Department of Education
Exceptional Student Services**

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Receptionist: 602-542-4013

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Application for Surrogate Appointment



SURROGATE PARENTS EXCEPTIONAL STUDENT SERVICES

Home Manage Applications - Parents - Students Help - Welcome Users, ESS Surrogates LEA School-

Application for Surrogate Appointment

District Name:
School Name: *



SSID: *

Clear

Section 1: Student Information

Student Name: DCS Case Manager Name: *
Date of Birth: DCS Case Manager Phone: *
Grade: * DCS Case Manager Email: *
Reason for Surrogate Request: * (check at least one)
 No parent, as defined by 34 C.F.R. § 300.30, can be identified
 The school cannot determine the parent's whereabouts after having made reasonable attempts
 The child is a ward of the state, as defined in 20 U.S.C § 1402(36), and no parent can be identified or the parent's whereabouts are unknown
 The child is an unaccompanied youth as defined in the McKinney-Vento Homeless Assistance Act
Current Special Education Status: *

Requested Surrogate Information - [Search Available Parents](#)

Name	No parent selected	City	County
Email			
Primary Phone		Primary Phone Type	Other Phone Other Phone Type

Please check here to confirm you have spoken with the surrogate parent and they are willing and able to advocate for this student.

Section 2: LEA Information

Contact Name: * Phone Number: * Contact Title: *

Section 3: Request for Signature

By checking this box, I certify that all of the above information is complete and correct.
Your Title: *

Comments:

Appointment Section 1: Student Information

- In section one, the student's SSID, name, and date of birth will prepopulate
- The PEA representative will need to fill in
 - The student's grade level
 - The DCS Case Manager Name, Phone, and Email
 - If there is no DCS Case Manager
 - Name – N/A
 - Phone – 000-000-0000
 - Email – noemail@noemail.com
- The reason for surrogate request (at least one)
- The student's current special education status
- Click on the hyperlink [Search Available Parents](#)
 - From the list, choose the parent who has agreed to be the surrogate parent and that section will prepopulate their information
- Check the box to confirm you have spoken with the surrogate parent

Appointment Section 2: PEA Information

- Fill in the PEA information. Whom should ADE contact if there is a question about the application?
 - Name
 - Phone Number
 - Title
- The person who submits the application will already have their email associated with the application, because it is done through their ADEConnect account

Appointment Section 3: Request For Signature

- Check the box that certifies that all the above information is complete and correct
- Fill in your title
 - Copy and paste from Section 2 if it is the same person
 - Some PEAs choose to have a district employee submit applications on behalf of other staff
- Add any necessary comments
- Submit the application

What if the Student Does Not Show Up in the System?

There are some cases when a student does not show up in the ESS Surrogates App.

- Already have a Surrogate Parent appointed
- Privately Placed
- Voucher Student
- Residential Treatment Center
- Pre-school Student



SURROGATE PARENTS

EXCEPTIONAL STUDENT SERVICES

Home Manage Applications ▾ Parents ▾ Students Help ▾

Welcome Users, ESS Surrogates LEA School ▾

District Name: [REDACTED]

School Name: * [REDACTED]

SSID:* [REDACTED]

Clear

Invalid Student ID.

Arizona Department of Education
Exceptional Student Services

1535 W. Jefferson St., Bin #24
Phoenix, AZ 85007
Email: ESSurrogateParents@azed.gov
Phone: (520) 770-3175
Receptionist: 602-542-4013

Arizona Department of Administration
Arizona's Official Web Site

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Application for Students Not In System

- If the student does not show up in the online system, the paper application will be used
- Please contact someone from the approved list to make sure they are available to be the surrogate parent
- Once you have confirmed a parent, please fill out the application for surrogate appointment and email it back to the Surrogate Parent Inbox
- ADE will approve the application and issue a Notice of Surrogate Appointment to you and the surrogate parent.

Application for Surrogate Appointment*

Instructions: Download form, complete all areas, save and submit to the ADE Surrogate Parent Inbox at ESSurrogateParents@azed.gov. Before submitting, please contact a volunteer from the ADE approved list and confirm that s/he is available to be the Surrogate Parent.

SECTION 1: STUDENT INFORMATION

STUDENT NAME:	DOB: Click to enter date.
SSID NUMBER:	GRADE:
DCS CASE MANAGER NAME:	
DCS EMAIL:	DCS PHONE:
REQUESTED SURROGATE PARENT NAME: Have you confirmed with the Surrogate Parent? Yes <input type="checkbox"/> No <input type="checkbox"/>	
REASON FOR SURROGATE PARENT REQUEST: (CHECK AT LEAST ONE)	
<input type="checkbox"/> No parent, as defined in 34 C.F.R. § 300.30, can be identified. <input type="checkbox"/> The school cannot determine the parent's whereabouts after having made reasonable attempts. <input type="checkbox"/> The child is a ward of the state, as defined in 20 U.S.C. § 1402(36), and no parent can be identified or the parent's whereabouts are unknown. <input type="checkbox"/> The child is an unaccompanied youth as defined in the McKinney-Vento Homeless Assistance Act.	
CURRENT SPECIAL EDUCATION STATUS: (CHECK ONLY ONE)	
<input type="checkbox"/> Identified as student with possible disability, not yet evaluated. <input type="checkbox"/> Evaluated and eligible for services, not yet placed Date Found Eligible: Click to enter date. <input type="checkbox"/> Eligible student currently receiving services Date of Last IEP: Click to enter date.	

SECTION 2: LOCAL EDUCATION AGENCY INFORMATION

DISTRICT OR CHARTER NAME:	
SCHOOL CONTACT NAME & TITLE:	PHONE:
SCHOOL CONTACT EMAIL:	DATE: Click to enter date.
COMMENT:	

*This version of the application is only to be used if the student is privately placed, attending school at a Residential Treatment Center, or a voucher student because they do not show up in the online system. Please try to submit in the online application in ADEConnect before submitting this application. If you need assistance, please send questions to ESSurrogateParents@azed.gov or call Stefanie Sharkey at (520) 770-3175.

Updated 05/2022

Example Notice of Appointment Letter



State of Arizona
Department of Education

NOTICE OF APPOINTMENT OF SURROGATE PARENT

Date: Today's Date

To Whom It May Concern:

It has been determined that Student Name, DOB Student DOB, enrolled in School District, requires a surrogate parent in accordance with federal law (34 C.F.R § 300.519) and state law (A.R.S § 15-763.01). The Arizona Department of Education, by and through this notice, hereby appoints Surrogate Parent to represent the student in special education matters, effective immediately. This appointment will remain in effect until such time as a *Notice to Terminate* is received and processed by this office.

If you have any questions about this notice or the special education process, please contact the Surrogate Parent Program Coordinator at (520) 770-3175 or via email at ESSSurrogateParents@azed.gov.

Stefanie Sharkey
Surrogate Parent Program Coordinator
Exceptional Student Services
Arizona Department of Education

CC: Surrogate Parent
LEA Rep; DCS Case Manager (if applicable)

Reasons to Terminate Appointment

- Parent Available
- Exited from Special Education
- Graduated
- Turned 18 and rights were transferred
- Turned 22 and aged out
- Left Arizona
- Surrogate Parent Request



How to Get to the Termination Application



SURROGATE PARENTS

EXCEPTIONAL STUDENT SERVICES

Home Manage Applications ▾ Parents ▾ **Students** Help ▾ Welcome Users, ESS Surrogates LEA School ▾

Students

Select School:

Showing 1 to 9 of 9 entries

Search:

State Student ID	Student Name	School Name	Birth Date	Rel Status	Parent	Start	End	
		Dr. Camille Casteel High School		Has Surrogate		9/21/2023		Terminate
		Hartford Sylvia Encinas Elementary		Has No Surrogate		12/20/2016	2/26/2019	
		Sanborn Elementary School		Has No Surrogate		11/18/2016	9/23/2022	

Termination Application



SURROGATE PARENTS EXCEPTIONAL STUDENT SERVICES

Home Manage Applications ▾ Parents ▾ Students Help ▾ Welcome Users, ESS Surrogates LEA School ▾

Application for Surrogate Appointment Termination

District Name:

School Name:

SSID:*

Section 1: Student Information

Student Name:	<input type="text"/>
Date of Birth:	<input type="text"/>
Selected Parent:	<input type="text"/>
Reason for Surrogate Appointment Termination:*	<input type="text" value="-- Choose One --"/>

Section 2: LEA Information

Contact Name:*	<input type="text"/>	Phone Number:*	<input type="text"/>	Contact Title:*	<input type="text"/>
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Section 3: Request for Signature

By checking this box, I certify that all of the above information is complete and correct.

Your Title:*

I Agree

Comments:

Submit to ADE

Cancel

Termination Section 1: Student Information

- After clicking on the Termination button in the right-hand column of the student's entry under the Students tab
 - The student's SSID, name, date of birth, and surrogate parent will prepopulate
 - The PEA representative will need to fill in the Reason for Surrogate Appointment Termination

Termination Section 2: PEA Information

- Fill in the PEA information. Whom should ADE contact if there is a question about the application?
 - Name
 - Phone Number
 - Title
- The person who submits the application will already have their email associated with the application because it is done through their ADEConnect account

Termination Section 3: Request for Signature

- Check the box that certifies that all the above information is complete and correct
- Fill in your title
 - Copy and paste from Section 2 if it is the same person
 - Some PEAs choose to have a district employee submit applications on behalf of other staff
- Add any necessary comments
- Submit the application

Example Notice to Terminate Appointment Letter



State of Arizona
Department of Education

NOTICE TO TERMINATE SURROGATE PARENT APPOINTMENT

Date: [Click here to enter a date.](#)

To Whom It May Concern:

It has been determined that [Click here to enter text.](#), DOB [Click here to enter a date.](#), enrolled in [Click here to enter text.](#) no longer requires a surrogate parent in accordance with federal (34 C.F.R. § 300.519) and state law (A.R.S. § 15-763.01). The Arizona Department of Education, by and through this notice, hereby terminates the appointment of [Click here to enter text.](#) as representative of the student in special education matters, effective immediately. This appointment has been terminated because the child's situation has changed, an individual who meets the IDEA definition of parent is now available, or the surrogate parent is no longer able to serve in this capacity.

If you have questions about this notice or about the special education process, please contact the Surrogate Parent Program Coordinator by telephone at (520) 770-3175 or via e-mail at ESSurrogateparents@azed.gov.

Stefanie Sharkey
Surrogate Parent Program Coordinator
Exceptional Student Services
Arizona Department of Education

CC: [Click here to enter text.](#)
[Click here to enter text.](#)

Any Questions About
Surrogate Parent?



Surrogate Parent Program Coordinator

Stefanie Sharkey

(520) 770-3175

Surrogate Parent Inbox

Surrogate Parent Website