

Bath County Public Schools
Department of Exceptional Children
405 West Main Street
Owingsville, KY 40360

Date: _____

Dear _____:

This letter is written notification of the termination of your assignment as a surrogate parent for _____.

As I discussed with you by telephone and/or in person, the termination is the result of the following:

- Your assignment as a surrogate has expired.
- The parent has become known or has been located.
- The youth has achieved emancipation status.
- As a surrogate you no longer meet the qualifications and or criteria for this assignment.

Thank you for your willingness to serve and the assistance that you provided to our student. Please return all educational documents to the Director of Exceptional Children or Designee (ARC Chair). Please contact me if you desire further information.

Sincerely,

Director of Exceptional Children or Designee (ARC Chair)

(Attach to Determination of Student Representative Form, along with accompanying documentation)