

## Requesting Records for Students in Foster Care

**If you are a public or private agency/business** requesting records for a foster student. You will need to provide the following prior to a request being reviewed:

- Current identification and legal standings that identify and confirm that you or your agency has rights to access the student's records --**\*Examples may include:**
  - Currently dated court orders
  - Currently dated placement forms from a recognized state agency
  - Updated 2085 forms with your information listed as the DFPS worker, educational decision-maker and/or DFPS supervisor
  - Copies of your DFPS badge
  - Proof of employment with the noted agency
  - Signed and dated release from guardian, educational decision-maker, surrogate parent and/or court ordered designee
- Once confirmed, the student's school registrar/staff person may assist in completing your record's request.
- **\*\*Once confirmed, and the request is for special education records, information may be acquired by providing the noted information above to the Klein ISD Central Office- Teaching & Learning Center: Special Education Records Clerk via Fax: 832-249-4049 or to the designated campus staff person who may have the records you are requesting**