



2024-2025  
Brownsville ISD

W66 (CPS)



**Directions:** Use this form as written or oral documentation of a student’s removal by a **Texas Department of Family and Protective Services (CPS)** representative. *Keep the signed, original form in the student’s PRC.*

**PEIMS Leaver Reason 66:** Student was removed by Child Protective Services (CPS) and the district has not been informed of the student's current status or enrollment.

**Definition and use:** This code applies only to Child Protective Services. Private agencies that provide asylum for students do not have the legal authority to remove students from school.

**Documentation requirement:** Acceptable documentation includes due process documentation supporting the withdrawal; a written statement, signed and dated by the CPS officer, including the CPS officer's name and contact information; or written documentation of an oral statement by a CPS representative that the child was removed, including the CPS representative's name, the date of the conversation, and the signature of the school official.

**Written Statement to be signed by a CPS representative.**

The student named below was removed by CPS:

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

CPS Representative’s Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

\_\_\_\_\_  
**CPS Representative’s Signature**

\_\_\_\_\_  
**Date**

....Or....

**Oral Statement taken from a CPS representative by a campus representative**

Today, (date) \_\_\_\_\_ at approximately (time) \_\_\_\_\_

I spoke with \_\_\_\_\_

a CPS representative whose phone number is \_\_\_\_\_

She/he stated that (student’s name) \_\_\_\_\_

was withdrawn by CPS from (campus name) \_\_\_\_\_

on (date) \_\_\_\_\_

Name of campus representative taking message: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_  
**Administrator’s Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

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