



David A. Hansell  
Commissioner

Julie Farber  
Deputy Commissioner  
Family Permanency  
Services

Yurij Pawluk  
Associate Commissioner  
Office of Education and  
Employment Initiatives

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<b>Date(dd/mm/yyyy):</b>	
<b>Child's Name:</b>	<b>DOB (dd/mm/yyyy):</b>
<b>Foster Care Agency:</b>	<b>Phone/Email:</b>
<b>Agency Case Planner:</b>	<b>Phone/Email:</b>
<b>Agency Education Specialist:</b>	<b>Phone/Email:</b>

To Whom It May Concern:

This letter confirms that the above-referenced child is in the custody of the Commissioner of the New York City Administration for Children's Services (ACS) and has been placed in foster care with our agency.

Please be advised that the Family Educational Rights and Privacy Act (FERPA) provides for the disclosure of educational records without parental notice or release to "an agency caseworker or other representative of a State or local child welfare agency" authorized to access the student's child welfare case file when the agency or organization is "legally responsible" for the child's "care and protection." This includes foster care agencies that have the responsibility for care and protection of children in foster care.

Consistent with NYS Education Department Field Memo #02-2013, [https://nysteachs.org/wp-content/uploads/2018/08/INF\\_SED\\_FieldMemo\\_FERPAFosterCare\\_091213.pdf](https://nysteachs.org/wp-content/uploads/2018/08/INF_SED_FieldMemo_FERPAFosterCare_091213.pdf), our agency is requesting the educational records designated below for the purpose of educational planning for the above-named child/youth.

Please note that agency personnel are required under §§372 and 422 of the New York State Social Service Law, as well as under 34 CFR 99.33, to maintain the confidentiality of any records disclosed to them and to adhere to the requirements of FERPA/USA and the SSL in using such records for the care and protection of the student. Subsequent redisclosure of any records and information shall be strictly limited to individuals and entities engaged in addressing the students' education and service needs.

**Records requested: (please check all that apply)**

<input type="checkbox"/> Evaluations	<input type="checkbox"/> Attendance
<input type="checkbox"/> Disciplinary Records	<input type="checkbox"/> Behavior Intervention Plan
<input type="checkbox"/> Transcripts	<input type="checkbox"/> IEP
<input type="checkbox"/> Report cards/Progress Reports	<input type="checkbox"/> NYCSA creation code*
<input type="checkbox"/> Other:	

Thank you,

Rachel Natelson, Esq.

\* Note: please see attached NYCSA wiki page defining custodial users to include "the representative of a foster care agency."