



Jess Dannhauser
Commissioner

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Commissioner
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Permanency Services

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Office of Education and
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150 William Street
18th Floor
New York, NY 10038

Date(dd/mm/yyyy):

Child's Name:

DOB (dd/mm/yyyy):

Foster Care Agency:

Phone/Email:

Agency Case Planner:

Phone/Email:

Agency Education Specialist:

Phone/Email:

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.

In accordance with the Uninterrupted Scholars Act (USA), P.L. No: 112-278, 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,

Anjella LaBarca

Anjella LaBarca, Esq.

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

Parent User Roles

Custodial Users

(Also referred to as "parents")

Custodial users are parents who reside with the child. Parents include biological parents, guardians, or persons acting as parents in the absence of a parent or guardian, including the representative of a foster care agency, who provides ongoing custodial care.

- They can create an account either by visiting the school in person to retrieve a temporary password, or use the Account Creation Code found on the backpack letter from the school.
- Custodial users can manage other NYCSA users' access to their child's data using the Manage User Access screen.
- They can contact the school for assistance with their account.

Non-Custodial Users

(Also referred to as "non-custodial parents")

Non-custodial users are biological or legal parents who do not reside with the child. This does not include step-parents.

- They can create an account by either visiting the school in person to retrieve a temporary password, or by receiving an invitation from a Custodial user in NYC Schools Account.
 - Schools must follow the current process of notifying the custodial parent in writing of the non-custodial parent's account request. They must give the custodial parent 45 days from the date of the non-custodial parent's request to provide legal documentation (for example, a court order) saying the non-custodial parent cannot have access to the student's record. If the school does not receive this legal documentation, the non-custodial parent will automatically receive access to the student's record in NYC Schools Account no later than 45 days after their request.
- Once they have access to NYCSA, it can only be removed if their authorization code in ATS changes to:
 - 07- Court Order – No access to child or records
 - 08- Deceased
- They can contact the school for assistance with their account.

Additional Users

Additional users are adults on the ATS record who do not meet the criteria for Custodial or Non-Custodial user roles. Examples of these include siblings, other relatives, babysitter, or neighbor who the parent has authorized to pick up the child.

- They can create an account after receiving an email invitation from a custodial user in NYCSA.
- The amount of information an additional user can access is determined by a custodial user.
- A custodial user may remove an additional user's access at any time.
- Additional users can contact a custodial user for assistance with their account.

ATS Parent/Guardian Functions and Reports

Use these reports as reference when identifying parents or guardians in FAM.

ATS Report	Description
Display Parent or Guardian/Adult Info (PARD) https://wiki.nycenet.edu/display/ATSWiki/Display+Parent-Adult+Information+-+PARD	To view all adults linked to a student and their authorization, relationship, and address information.
Update Parent or Guardian/Adult Info (PARU) https://wiki.nycenet.edu/display/ATSWiki/Update+Parent-Adult+Info.-+PARU	To update adult information.
Emergency Contact Student List (RCON) https://wiki.nycenet.edu/display/ATSWiki/Emergency+Contact+Report+-+RCON	Lists all adults linked to a student. Use the filter options to view adults by their authorization, relationship codes and "resides with" flag.