**Notify the Surrogate Parent Office by email to** **surrogate.office@ct.gov** **that you are closing a case and complete this form and enclose it with the file returned. Refer to instructions for returning the file. It is the responsibility of the surrogate parent to return the files to the surrogate parent office either by mail or hand delivery within one week of notifying the office of file closure unless written permission is given to do otherwise.**

 SASID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Smarter Balance and Benchmark scores attached:** **[ ]  YES** **[ ]  NO**

**Scores must be stapled to this form if closing for reason # 8, #9 or # 10 below.**

**CASE CLOSED REASONS (see asterisk notes below):**

* 1. Graduated \*
* 2. Adopted
* 3. DCF no longer guardian
* 4. Exited and no 504 services required
* 5. At least 18 and indicated a written refusal of surrogate services. Submit signed Form SP-500 with file.
* 6. At least 18 years old and no longer in school
* 7. Aged out – End of school year in which they turn 21
* 8. Ineligible for special education by PPT without evaluation; include written basis for decision
* 9. Ineligible for special education by PPT after evaluation; include copies of evaluations
* 10. I have determined there’s no need to refer to a PPT for evaluation; include written basis for decision \*\*\*\*
* 11. Guardian appointed (DDS client)
* 12. Conservator appointed (DMHAS client)
* 13. Deceased
* 14. Mistake
* 15. Other – specify

Surrogate Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*** The child has received a regular education diploma, per the exit criterion determined by a PPT, and no one has requested a due process hearing to challenge the end of the child’s eligibility for special education.

**\*\*** The individual/child has reached eighteen years of age, and a Probate Court has determined that the individual is “incapable of caring for oneself” and has issued a decree appointing a Conservator of the Person, pursuant to CGS 45a-644 through 45a-667, whose duties include consenting to professional care, treatment or services.

**\*\*\*** The individual/child has reached eighteen years of age and has an intellectual disability, and a Probate Court has determined that the individual is not legally competent to make informed decisions and has issued a decree appointing a guardian, pursuant to CGS 45a-669 through 45a-684, whose duties include consenting to specifically designed educational programs.

**\*\*\*\*** Any file being closed without evaluation must include copies of the statewide assessment results if the student participated in these assessments at any point in their education. Upon receipt of the completed form SP Form-206, the Surrogate Parent Office will review the information and either terminate the surrogate parent assignment, continue the surrogate parent assignment after discussion with the surrogate or assign the student to a different surrogate parent.

**NOTE 1: An eligible student who withdraws from school remains eligible for a surrogate parent; therefore, the case should not be closed for reason of withdrawal from school.**

**NOTE 2: The fact that DCF has returned a child to live with her or his parent is not an absolute indicator that the child is no longer eligible for a surrogate parent. Many children who remain under DCF guardianship are placed home on a trial basis as reunification is attempted. These children continue to be eligible for surrogate parent representation until DCF’s guardianship ends.**