**ERH Appointment Request Letter**

Date: ­­­

To: Legal Representative for the Youth/Social Worker/Probation Officer:

E-mail/Fax Number:

Address:

Re: Education Rights Holder Appointment Request

Student Name: D.O.B.:

Dear ,

Please be advised that , a youth involved in the foster care and/or juvenile justice system that you work with, recently enrolled in . Following the youth’s enrollment in our school, we determined that we were:

[ ]  Unable to identify and/or locate the youth’s education rights holder. Please provide the name and contact information for the youth’s education rights holder at your earliest convenience.

[ ]  Unable to successfully contact the youth’s education rights holder.

(if checked please fill out information below)

We attempted to contact , the person we believe is the youth’s current education rights holder.

Dates of attempted contact: 1. 2. 3. .

We therefore request your assistance in working with the juvenile court to appoint a new education rights holder who can make education decisions for the youth, including decisions regarding school enrollment, AB 167/216 graduation, and/or special education.

We would greatly appreciate if you could also forward to our school proof of the appointment of the education rights holder, such as a [JV-535](http://www.courts.ca.gov/documents/jv535.pdf) form, juvenile court minute order, or adoption or guardianship order.

If you have any questions, please contact me at . Thank you in advance for your assistance.

 Sincerely,