**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,