

(date)

Dear School Official:

As the Family Services worker for the following students,

I am requesting that you send copies of the report card / progress reports to me at:

DCF Family Services Division
255 North Main Street, Suite 7
Barre, VT 05641

If the child has an IEP, please send an additional copy to the:

VT Educational Surrogate Parent Program
120 State Street
Montpelier, VT 05620

Thank you for your attention to this matter.

Sincerely,

DCF Family Services Worker – Print

DCF Family Services Worker – Signature

Cc VESPP