



OKLAHOMA DEPARTMENT OF HUMAN SERVICES

[Sender address]



Resource Family Reference Letter for School Personnel

[Recipient address]

Date: _____

Dear _____:

As part of the resource family approval process, a reference from the school principal, counselor, or at least one teacher of the applicant's school-age child is required. Your name has been given by _____ who is interested in the (Check all that apply):

- adoptive program;
- foster care program; or
- kinship program.

After the information you provide is received, some of the information may be addressed with the applicant to clarify anything that is unclear. **Your identity is kept confidential.**

Child's name	School	Grade
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1. Does the applicant attend parent-teacher conferences?

2. Is the applicant attentive to the child's educational needs?

3. Are there excessive absences? Yes No

Is the student frequently tardy? Yes No

4. Do the applicant and teacher have a cooperative and supportive relationship?

5. Does the child participate in extracurricular activities?

6. Does the child exhibit behavior or discipline problems? Yes No
 If so, does the applicant support the school's effort in working with the child?

7. What pertinent information do you know about the applicant's parental ability?

8. Do you have concerns about the applicant parenting another child(ren)?

 Signature

 Date

Thank you for taking the time to provide this information. Please complete and return this letter within **two weeks** after receipt. If you wish to speak to the worker regarding this family please contact:

OKDHS or contract representative	Area code	Phone
County or agency represented	Completed by: Phone <input type="checkbox"/> Face-to-face <input type="checkbox"/> Mailed <input type="checkbox"/>	

 OKDHS or contract representative signature

 Date