HOUSTON INDEPENDENT SCHOOL DISTRICT
L66 CPS Form
School Name

Directions: Use this form as written or oral documentation of a student's removal by a **Texas Department of Family and Protective Services (CPS)** representative. *Keep the signed, original form in the student's Leaver folder.*

PEIMS Leaver Reason 66: Student was removed by Child Protective Services (CPS) and the district has not been informed of the student's current status or enrollment.

Definition and use: This code applies only to Child Protective Services. Private agencies that provide asylum for students do not have the legal authority to remove students from school.

Documentation requirement: Acceptable documentation includes due process documentation supporting the withdrawal; a written statement, signed and dated by the CPS officer, including the CPS officer's name and contact information; or written documentation of an oral statement by a CPS representative that the child was removed, including the CPS representative's name, the date of the conversation, and the signature of the school official. Once the district has been informed of an updated status or enrollment of the student, the school must update the leaver code.

WRITTEN STATEMENT – Statement *provided and signed by* CPS representative

The student named below was removed by CPS:

Student Name		Student ID#	
Birth Date		**Withdrawal Date**	
CPS Staff Name (Printed)		**Title**	
CPS Badge Number		**Phone No.**	
CPS Staff (Signature)		**Date**	

ORAL STATEMENT – Statement *taken from* a CPS representative by a campus representative

Today, (date) _____ at approximately (time) _____

I spoke with _____

a CPS representative whose badge number is _____ and phone number is_____.

He/She stated that (student's name) _____Student ID#_____

 was withdrawn by CPS on (date) _____.

Printed name of campus representative taking message: _____Title_____

Signature of Campus Representative: _____ **Date:** _____

_____   _____   _____
Administrator's Signature   **Title**   **Date**

Revised: 8/4/15