

Frank Edelblut
Commissioner



Christine M. Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, NH 03301
TEL. (603) 271-3495
FAX (603) 271-1953

Directions for completing the Volunteer Educational Surrogate application process:

The following items need to be completed and returned.

- (1) Application and Willingness statement
- (2) Three Letters of References*
- (3) Background Check Form* information on locations available at <https://www.nh.gov/safety/divisions/nhsp/jib/crimrecords/>
- (4) Fingerprint Form *- ink or digital through NH State Police Criminal Records Check

**If you are a foster parent or work in a school district, you already have a completed background check and positive references on file with your licensing foster agency or school district. You can request they send us a letter verifying that you have completed and passed: background check, fingerprint and/ or have three letters of reference on file. The letter must be on district letterhead.*

The next step is completion of a 9 hour training course. This is a one day course, with lunch provided. They are held several times per year in Concord. Upon passing the test at the end of the course, you receive a certificate and become a certified Educational Surrogate Parent. At that time you will be assigned children in regions that you have agreed to represent.

Please return the above items to:
Jen Doris , Program Coordinator
Educational Surrogate Parent Program
NH Department of Education
101 Pleasant Street
Concord, NH 03301
(603) 271-3750
Jennifer.doris@doe.nh.gov