

L66 CPS Form

This auditable document must be completed in blue or black ink OR typed. Do not use correction fluid or tape to make corrections.


Guidelines for Using the Form

- This form is used to document CPS statements only. It is required if the school **DOES NOT** receive official CPS documentation.
- CPS caseworkers can complete (include badge number), sign and date this form to withdraw a student.
- Campus PEIMS professionals can complete, sign and date this form to document a conversation with CPS staff (include CPS badge number).
- This form is invalid if all required information is not provided.

L66 CPS Form

How to Complete the Form:

- 1 **School Name** – Type/print **YOUR** school name.
- 2 **Written Statement from CPS staff** – CPS staff must provide all requested information, sign and date the form. Must include a CPS/TDFPS badge number.
- 3 **Documentation of Oral Statement from CPS staff** – HISD staff must document the statement and all required information from CPS staff, sign and date the form. **Must include a CPS/TDFPS badge number.**
- 4 **Administrative Requirements** – The **CAMPUS ADMINISTRATOR** must type/print his/her name and title, **AND** sign and date the form **BEFORE** the data is entered into Chancery. *No signature/date stamps or copies.*



HOUSTON INDEPENDENT SCHOOL DISTRICT
L66 CPS Form
School No. _____

1

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)	2	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 _____ 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 _____ Title _____ Date _____

Revised: 8/4/15