



New Jersey Department of Children and Families Policy Manual

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Click here to view or print the CP&P Form [5-2e](#), School/Day Care Reference.

PURPOSE AND USE

This form is used to obtain information from school or day care personnel about the adjustment in the school/day care setting of the children of a prospective resource family parent.

INSTRUCTIONS FOR COMPLETING THE FORM

Send the form, with a pre-addressed stamped envelope, to the school or day care provider of the prospective resource family parent's child with the CP&P Form [5-23](#), Cover Letter. The letter is addressed to the school principal or day care provider and sent along with a copy of the signed CP&P Form [26-15](#), Authorization for Release of Information.

This form is not valid if returned by or through the applicant; the form must be mailed to the CP&P office or sponsoring agency by the person completing the reference.

Place a copy of the cover letter to the school/day care provider in the resource family parent's home record to indicate that the reference has been sent.

DISTRIBUTION

- Original - Child's school/day care provider with stamped, pre- addressed envelope
- Prospective resource family parent's record when returned to CP&P