



NEW JERSEY DEPARTMENT
OF CHILDREN AND FAMILIES

New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	3-16-2018
Subchapter:	1	Forms	
Issuance:	5.51	CP&P Form 5-51, School Information Request Letter	

Click here to view, print, or complete the CP&P Form [5-51](#), School Information Request Letter.

WHEN TO USE IT

The School Information Request Letter may be used to request basic education information about a child under CP&P supervision when it is necessary to case assessment/planning. Use of the letter is not mandatory.

HOW TO USE IT

The child's name and date of birth, and the Case Manager's name and telephone number are inserted by the Case Manager.

CP&P Form [5-51](#) is sent to the child's school for completion. Included with the letter is a signed Authorization for Release of Information, CP&P Form [26-15](#), and a stamped addressed envelop for the form's return.

The letter may be completed on line and printed on Local Office letterhead. The returned, completed CP&P Form [5-51](#) is filed in the child's case record after it is reviewed.

DISTRIBUTION

Original - Child's School

Copy - Child's Case Record