

Transfer Of Child's Records

(Hot Sheet)

CF/O-10 Revised 1/13
(mandatory)

This form is used to request a transfer of child's records between Head Start programs, Districts or Kindergarten. This form is not required for transfers within the same center.

Confidentiality Policy applies to staff transferring children's records. Records will only be viewed on a need to know basis and staff will obtain parent permission prior to any transfer of records.

Transfers between Head Start programs:

1. Family Service Worker or assigned staff at the receiving center will complete the request for transfer of Child's Records Section, obtain parental consent, and submit to the Family Service Worker or assigned staff at the child's original Head Start center.
2. Within 48 hours of receipt, the Family Service Worker from the original center will verify parent consent to transfer records on the Transfer Of Child's Records form. Once consent is established the FSW from original site will submit the signed Transfer of Child's Records form to the assigned staff.
3. The assigned staff at originating center will:
 - a. Keep a copy of the child's application.
 - b. Keep Emergency Card and Consent form. These will need to be completed at receiving center.
 - c. Gather child's files and complete the bottom portion of the Transfer of Child's Records form and send it along with the child's records to the receiving Head Start program.
 - d. Transfer only the records that the parent gave consent to on the signed form.
4. Photographic reproduction of all children's records shall be retained for three years following termination of service to the child per Title 22 Regulation. Child Portfolios do not need to be copied.
5. The assigned staff at the receiving center should check records received for accuracy and return the pink copy to the originating center. The originating center should file the pink copy in the placeholder file.