

Parent/Guardian Consent for Release of Information

(Hot Sheet)

CF/R-33 MSHS/MEHS Revised 1/14
(mandatory)

This form is completed to verify parent permission to provide and/or obtain information relating to their child. This information can be provided to another agency by Head Start programs or received from another agency in order to provide complete information to support comprehensive educational assessment, educational plans, health plans etc. This form is required to release information or records to health providers, schools and other community agencies.

- Write child's last name, first name and date of birth
- Include all agencies names/addresses parent permission is provided to receive or obtain information.
- Check type of information requested/sent (for example: Educational, Medical, Dental etc.)
- Contact Information: complete the parent's and Head Start's contact information
- Page two: include child's last name, first name and date of birth (in case page two becomes detached from page one).
- Check the appropriate purpose for authorization to share information (for example: Educational Assessment, Educational Plans, Health Care Plans etc.)
- Review duration of approval with the parent and include a date if the approval is for less than one year.
- Review the confidentiality based statements with the parents regarding: "Revocation", "Redisclosure" and "Health Information".
- Obtain parent signature, and date, have the parent print their name under their signature.
- Make a copy of the form to Fax, Scan/Email, or Mail to the agencies listed on the first page. Or if only one agency is listed and it will be sent by mail send the yellow NCR copy.
- File the white NCR copy in the child's file and give the pink copy to the parent.
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