

Parent Permission To Release Child from the Head Start Classroom to an Authorized Agency

(Hot Sheet)
CF/R-9 Revised 1/17
(mandatory)

The Parent Permission To Release Child from the Head Start Classroom to an Authorized Agency form is to be **completed** when a child enrolled in a Head Start program has an Individualized Education Plan (IEP) that indicates that a child will receive their Special Education services at a location other than the Head Start program and indicates that bus transportation will be provided between programs.

1. The Parent Permission To Release Child from the Head Start Classroom to an Authorized Agency form will be completed at a Child Success Team meeting to plan for the attendance for a child that will be dually enrolled in a Head Start program and a Special Education program separate from the Head Start campus.
2. The Head Start staff will assist the parent in completing the Parent Permission to Release Child to an Agency other than Head Start form using the following steps.
 - a. Have parent print their name **For example: Charlotte Web**
 - b. Print the child's name as written on the enrollment forms **For example: Rita Book**
 - c. Print name of the Agency that the child is attending for Special Education services.
For example: Sunny Side Autism Program.
 - d. Print the name of the Head Start program where the child is enrolled.
For example: Shady Lane Head Start
 - e. Check the appropriate box to designate the type of transportation the child will take part in. **For example: the box is marked walk accompanied by authorized staff.**
 - f. Print name of the program supervisor that will supervise the one-on-one aid attending the Head Start program. **For example: Margaret Reader**
 - g. Print the phone number of the above named supervisor **For example: (209) 558-2828**
 - h. Parent will sign the form and record the date of signing.
 - i. A Head Start staff member attending the CST meeting will sign the form to verify that the parent has given their consent.