

Area: Disabilities Services

Subject: DS07 - Obtaining Parental Consent for Release of Information

Reference: 1304.20(a)(1)(iv)
The Family Educational Rights and Privacy Act (FERPA)
(20 U.S.C. § 1232g; 34 CFR Part 99)

Policy: Head Start staff will develop and implement a follow up plan for children identified as eligible for Special Education services at the time of application or as the child's disability eligibility is identified during the program year in order to maintain compliance with The Family Educational Rights and Privacy Act (FERPA).

Procedure:

1. A Child/Family Services Parent/Guardian Consent for Release of Information form will be completed at the time of application for children with identified disabilities (i.e. IEP/IFSP document is provided).
2. Complete the Child/Family Services Parent/Guardian Consent for Release of Information when completing a Special Education referral to a School District or Regional Center to obtain further assessment. This will ensure appropriate information will be shared between the Special Education provider and Head Start.
3. When completing the Spanish version of the Child/Family Services Parent/Guardian Consent for Release of Information form, an additional Child/Family Services Parent/Guardian Consent for Release of Information form must be completed in English to ensure that the receiving agency is able to read the document.

Supervised by: EHS/EC Master Teacher, Child Development Supervisor, Program Coordinator, Disabilities Supervisor

Performed by: Head Start Teacher, Child Care Specialist, Family Service Worker, Center Supervisor

Forms needed: Child/Family Services Parent/Guardian Consent for Release of Information (CF/D-9)

Frequency: During application process, upon determination of Special Education Eligibility during program year.