

<b>Area:</b>	Eligibility, Recruitment, Selection, Enrollment, and Attendance
<b>Subject:</b>	EL09 – Transferring Child’s Records between Head Start Programs and Districts
<b>Reference:</b>	1304.51 (g)
<b>Policy:</b>	When a child transfers between Head Start programs, School Districts, or re-enrolls at a SCOE RHS/EHS/MHS center, records will be transferred from the original center.

**Procedure:**

Confidentiality Policy applies to staff transferring children’s records. Records will only be viewed on a need-to-know basis.

1. Family Service Worker or assigned staff at the receiving center will complete the Request for Transfer of Child’s Records form, **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 Request for Transfer of Child’s Records form.
  - If consent is given, FSW from original site will submit the signed Request for Transfer of Child’s Records form to teacher and/or nurse.
3. The teacher and/or nurse will gather child’s files and complete the top portion of Transfer of Child’s Records form
  - a) Keep a copy of the child’s application
  - b) **Do not transfer** the EMERGENCY CARD or CONSENT FORM; the parent will need to complete new forms at the receiving center. Per Title 22, the nurse must keep the Emergency Card, a copy of the CHDP physical and a copy of the CSIR card on site for three years.
  - c) Transfer only records that the parent gave consent to in the original file along with the Transfer of Child’s Records form within three working days to the receiving center. **Photographic reproduction of all children’s record shall be retained for four years following termination of service to the child per Title 22 and Head Start Regulations. Children’s portfolios do not need to be copied.**
4. The teacher/nurse at the receiving center will check records received, note any discrepancies, sign the form, and return the pink copy of the form to the original center within five working days.
5. The original center will file the pink copy in the placeholder file.

<b>Supervised by:</b>	Child Development Supervisor or Delegate Designated Staff
<b>Performed by:</b>	Family Service Worker, Teaching Staff, Assigned Staff, Registered Nurse
<b>Forms needed:</b>	Request for Transfer of Child’s Records, Transfer of Child’s Records form
<b>Frequency:</b>	As Needed