

Big Sandy Area CAP, Inc. – HEAD START  
Program Policies and Procedures

## **Relocation of Child Records**

### POLICY:

When a parent terminates their child's enrollment in one of the BSACAP Head Start programs and then desires enrollment in a different BSACAP Head Start program, the subsequent procedure will be followed regarding the transfer of child records:

- *This policy relates to [Head Start Performance Standards Part 1302.12, 1302.72](#)*

### PROCEDURE:

1. When a delegate program is contacted with a request for a formerly enrolled child's records, a Release of Information form signed by the parent or guardian must be obtained before any records are disclosed.
2. When a signed Release of Information form is received, a program must respond to the request with a transfer of records within ten working days of the notice.
3. If a program has received a request for a child's record and has obtained the signed Release of Information, a Record Relocation Check Sheet form must be completed by the responding program and accompany the forwarded records.
4. All child information being sent upon request by a BSACAP program should be original documents. The program forwarding the records can choose to make copies of the information if needed.
5. A child who is relocating from one BSACAP program to another should not be enrolled until all enrollment information is received, reviewed, and verified by the enrolling program. Once a program enrolls a child, they are responsible for all required documentation. If a child lacks any required information, the enrolling program must work with the family to obtain the needed information and assure compliance with Head Start policies.

*Approved by the Policy Council, April 2018*