



# Transfer of Children and Records Procedure

## Purpose

This document describes the process for transferring children and their records when they enter or exit your program.

## Guidance

When a child moves within your program, or from a program with a current interagency agreement Memorandum of Understanding (MOU) with PSESD Early Learning Programs (Children's Home Society, Neighborhood House, and Denise Louie), it's considered a classroom change. When a child comes from or moves to another program outside of PSESD Early Learning, it is a transfer. Both of these moves require a transfer of records.

## Procedure

### When you are the sending classroom

1. For classroom changes
  - Contact the Family Support (FS) staff at the receiving classroom to see if there is an open slot. If the new center is full, ask about over-enrolling. If the center is unable to over-enroll, work with the parent to see if the child can stay at your center until an opening occurs. Let the parent know the child will be on the top of the waitlist.
  - When the child moves to the new classroom/center, notify PSESD information systems of the move (Head Start) or enter the information directly into ELMS (ECEAP).
  - The originals of the entire file are sent to the new classroom, except IEP, Mental Health and Health Information forms.
    - A specific release of information/permission to exchange must be signed by the parent before any Mental Health and Health related records can be forwarded. Give the parent a copy of the IEP to take with them to the new site.
    - If there is a district change, the parent must notify the district. If the district remains the same, the parent will share the IEP with the new teacher and the school Special Education teacher.

NOTE: Although we have a MOU with some outside agencies, we consider them part of our larger classroom and give them the same rights as within our PSESD classrooms. However, they are a separate agency and the parent must sign a *Release/Consent to Exchange Information* before we send the records to any of the MOU classrooms. In these cases, make your copy of the file for your records before sending it to the receiving site.

2. For transfer to a program outside PSESD
  - Use the internet to find an appropriate early learning classroom when you know the address/zip code of the area the family is moving. When you find the new program, find out any information the parent will need to know upon arrival.
  - So you can share the files with the new center, the parent must sign a Release/Exchange of Confidential Information with School District (non-Health) or Release/Exchange of Confidential Information (non-Health). To release health information, use the Authorization to Release Confidential Health Information. If the parent prefers, make a copy of the file and send it with the

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parent. You keep the originals. When a family moves unexpectedly, remember that the parent must sign a release of information before you can share anything with the new receiving center.

### When you are the receiving classroom

1. For classroom changes
  - You should receive the complete original file from sending site's FS staff. The child can't start until you have reviewed file with the family to make sure everything is in place for the child to start.
  - Update all necessary forms.
2. For transfer to a PSESD program
  - Ask the parent for all documents from the previous center or ask the parent to sign a *Consent/Release to Exchange Information* to have the file sent to you. You must confirm that the child was previously in a Head Start or Early Head Start classroom within the last 60 days to be considered a transfer. If the child left the program for more than 60 days, it's a break in service and the child is not considered a transfer.
  - The parent completes a new *Application* and eligibility verification. It may be possible that the family's income is higher and they are now over income. This is okay. Just mark over income on the eligibility form and the child receives 800 selection points plus any additional applicable selection points.
  - The child is placed on the waitlist according to the total selection points.
  - When the child is selected for enrollment, review the previous center's file and complete a new enrollment with the family. Place the old file in the back of the new file for reference. Current health forms are kept in the new family file.

NOTE: If the child is changing from an ECEAP to a HS site, the application and CIS must be sent to PSESD information systems for data entry into ChildPlus. If the child is moving from Head Start to ECEAP, the new ECEAP site must enter all the data into ELMS.

### Related Documents

*Authorization to Release Confidential Health Information*  
*Release/Exchange of Information with School District (non-Health)*  
*Release/Exchange of Information (non-Health)*