

Notice of Record Retention/Destruction Form INSTRUCTIONS

Updated: July 1, 2020

Who is responsible: Intake Coordinators



Purpose and Use

The purpose of the form is to safeguard the parent's right to confidentiality of the child's record, and to provide notification to the parent regarding how long the child's educational record will be maintained, the type of information that will be kept on file, and how the record may be accessed.

The Intake Coordinator is responsible for completion of this form for each referral to IDEA/Part C.

Section 1: Child Information

Check the appropriate box for 'Referral Only' or 'Intake/Eligibility'.

Enter the legal first and last name of the child, the date of birth, the child's BRIDGES ID number, and the date of the notice.

Enter the name of the BabyNet Eligibility staff person completing the form.

If 'Referral Only' is checked, proceed to Section 4.

Section 2: Notification of Record Retention and Destruction

If 'Intake/Eligibility' is checked, review the notification of record retention and destruction with the parent and proceed to Section 3.

Section 3: Parent's Rights

Review the parent's rights under IDEA/Part C regarding records and proceed to Section 4.

Section 4: Acknowledgments and Signature

If 'Referral Only' is checked, the BabyNet Eligibility staff places the original in the child's record and sends a copy to the parent.

If Intake/Eligibility is checked, the Intake Coordinator asks the parent sign and date the form as acknowledgement of receipt of the notice. The Intake Coordinator places the original in the child's record and gives a copy to the parent.