



**NOTICE OF RECORD
RETENTION AND DESTRUCTION**

EXAMPLE

(choose one)

Referral Only

Intake/Eligibility

SECTION I: CHILD INFORMATION

Child's First and Last Name:

Andy Pettitte

DOB:

12/15/2017

BRIDGES ID #:

252577

Date of Notice:

10/25/2020

BabyNet Eligibility Staff:

Pearl Warren

SECTION 2: NOTIFICATION OF RECORD RETENTION AND DESTRUCTION

As a federal education program, IDEA/Part C is required to keep your child's early intervention records for 6 years after your child leaves IDEA/Part C. At the end of the 6 years, your child's early intervention record will be automatically destroyed unless there is an ongoing audit or legal action using the record.

SECTION 3: YOUR RIGHTS:

1. Receive, at no cost, a full copy of my child's early intervention record at any time s/he is receiving IDEA/Part C services, or at any time during the 6 years after my child leaves IDEA/Part C.
2. Request that the early intervention record not be destroyed. I am responsible for notifying IDEA/Part C to keep the record if there is a legal issue after my child leaves IDEA/Part C.
3. I understand that IDEA/Part C is required to keep a permanent record of my child's participation in IDEA/Part C to include the following information: my child's name and date of birth; my contact information (including address and phone number); names of IDEA/Part C Service Coordinator(s) and IDEA/Part C Service Provider(s); and exit data (including year and age upon exit, and any programs entered into upon exiting).

SECTION 4: ACKNOWLEDGEMENTS AND SIGNATURES:

By signing below, you acknowledge you have received a copy of this notice and understand the IDEA/Part C requirements for record retention and destruction.

N/A

Signature of Parent (Intake Only)

N/A

Date