

Policy Number: FS 014	Title: Information Requests
Performance Standard: 1303.22	Original Date: 8/2006 Updated: 10/2020
USD 418 BOE Policy:	Policy Council Approval/Revision: 12/2017, 12/2020 Board Approval: 2/2018, 10/2020

POLICY:

On occasion DCF or law enforcement may request information from McPherson/Marion County Head Start regarding a child or family although McPherson/Marion County Head Start is not the reporting agency.

The request will be handled in the same manner that we would handle a request from any agency and follow the USD 418 District policy of complying with Child Abuse Policy GAAD.

DCF or law enforcement may request immediate information on an emergency basis due to high-risk situations.

If agencies outside of DCF or law enforcement are requesting information pertaining to a student, the Early Childhood Program must have a signed release form by the parent or guardian, with detailed information on what can be shared with the stated agency.

PROCEDURE:

The Early Childhood Program will work with DCF and law enforcement in providing needed information for children at risk. All other areas that are requesting information about a child will need to be accompanied by a signed release form.

Parents and guardians can fill out release forms at any time and can revoke their permission at any times. Family Advocates will keep all release forms updated and located in childplus as an attachment or in the child's blue folder.