



Community Colleges
of Spokane

Spokane Head Start/ECEAP/EHS RECORDS REQUEST

All educational records maintained by Spokane County Head Start/ECEAP/EHS are confidential. Upon request, parent(s)/ legal guardian(s) can review or receive a copy of the file. Identification will be verified before records are released. Please allow one week to process this request.

Child's name	Birth date
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As a policy, we forward the first seven (7) items listed below, if available, in response to a written request from the parent/guardian for confidential records.

Any additional records must be specified.

Third party documents that may be in the child's file should be obtained from the original source. Examples of third party documents are physical exams, dental exams, Individualized Education Plans (IEPs), Individualized Family Service Plan (IFSP).

Released with Record Request: <input type="checkbox"/> Certificate of Immunization Status or Exemption <input type="checkbox"/> Child Developmental History <input type="checkbox"/> Individual Child Goals/Progress Record/Family Conference Form <input type="checkbox"/> Individual Child Profile-TSG Education Record (all checkpoints) <input type="checkbox"/> Behavioral Screeners <input type="checkbox"/> Developmental Screeners <input type="checkbox"/> End of Year Health Summary <input type="checkbox"/> Kindergarten Checklist	Optional: <input type="checkbox"/> Health, Dental Diet History <input type="checkbox"/> Enrollment Forms <input type="checkbox"/> Family Goals Worksheet <input type="checkbox"/> Consent Forms <input type="checkbox"/> Health information <input type="checkbox"/> Other Please Specify:
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Requested by _____	Date _____
Relationship to child _____	
Signature _____	
Identification verified by _____	Date _____
<input type="checkbox"/> I will pick up the records <input type="checkbox"/> Please fax to: _____ <input type="checkbox"/> Please mail to: _____ _____ _____	
Records Released By _____	Date _____
Notes:	