

Confidential File Policy

1. Confidential files will be maintained for every Kidco Head Start student. All files will be kept in a locked cabinet or container.
2. Parents will be allowed to see these files at any time they request ("Parent" means a parent of a student and includes a natural parent, a guardian, or a surrogate parent appointed to represent a student with disabilities. The term does not include the state and the student is eligible for special education services under state and federal law." Statutory Authority: 1993 HB 2062)
3. Parents will be informed of their full rights under HB 2062 regarding their child's confidential file at the time of their enrollment home visit.
 - A. If a parent wishes to see their child's records they will contact their Family Advocate and arrange a time to do so. (This time shall be at the earliest convenience of both parties, but in no case longer than 45 days).
 - B. The Family Advocate will be present to answer any questions the parent may have regarding the confidential record.
 1. If the parent believes the records contain information that is inaccurate, misleading, or in violation of the student's rights, he or she may request that the record be amended.
 2. Kidco Head Start will decide whether to amend the record as requested within a reasonable time after they receive the request.
 3. If Kidco Head Start decides not to amend the record as requested, the program will inform the parent of its decision and of his or her rights to a hearing under OAR 581-21-255 (for information on these rights see your copy of the student records policy).
4. Confidential records will not be shared with any other person, program or agency without signed parental consent except in cases where the law requires that they be shared without permission. (*For example: court subpoenas, Head Start financial audits, Head Start Federal & State reviewers and reports to Oregon Department of Education.*)
 - A. A child's name, address, phone number, the parent/s' name and a year-end summary of the child's health information will be forwarded to the kindergarten with parental permission.
 1. Permission will be requested at the time of the enrollment home visit.
 - B. When a child transfers to a different center within Kidco Head Start his or her records will be sent to the new center.
 - C. When a child transfers to a different Head Start, signed parental permission must be obtained for confidential records to be sent to the new program.