Tri-County Head Start/Early Head Start

Confidentiality of Records

Family File

Name of Child:

Pursuant to Head Start Performance Standards and 45-CFR, this agency provides procedures to insure the confidentiality of records. Only authorized persons within the agency have access to health and other records. Records are stored in a place not accessible to unauthorized personnel. Information is not released to other agencies without the written consent of the child's parents or guardians.

Any individual who handles this file, other than the designated record keeper, must sign below providing the requested information, and receive clearance from the designated record keeper.

Name/Signature	Title	Date	Purpose