

Child’s Name: DOB:

Parent’s Name:

Address:

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:

**Anticipated date that determines when records will be destroyed (exit date, evaluation date when not eligible)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form and the Parent Rights Brochure serve as notification that your child’s Birth to Three record will be maintained for at least six years. You may request copies of documents as needed during the six-year retention period.

It is important to keep your copies in a secure location. Reasons when you may need copies of Birth to Three documents include:

* Preschool Registration
* Public School Special Education Services
* Social Security Disability Services
* Medical Appointments

***This is your only notification that your child’s record will be destroyed after six years from the date listed above. Please keep this with any documents you have received.***

Please initial line 1.

1. \_\_\_\_\_\_\_\_I have received a copy of my rights and have been notified about my child’s record in accordance with the Birth to Three records retention policy.

Initial line 2 only when applicable.

1. \_\_\_\_\_\_\_\_I have received (circle one) a copy / the original (if program no longer needs the original) of my child’s evaluation report or our full record. I understand that the record will be maintained for at least six years from the date above.

My record will be maintained by:

Agency Name: Contact:

Address:

Phone Number: Email:

If the agency listed above is no longer in operation and you would like to request copies from your child’s record during the six-year retention period, please call the Connecticut Birth to Three System at 860-500-4400 or visit [Birth23.org](http://www.birth23.org) for assistance.

For programs as applicable (if family exits prior to completing form)

DATE form was mailed to family: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form is in accordance with State policy; CGS § 17a-248 et seq. and Section 303.403 of the IDEA Part C Federal Regulations