

## **2301: SHARING SOONERSTART RECORDS WITH THE LEA**

When a family gives written consent for their child to transition from Part C (SoonerStart) to Part B (the local education agency, or LEA) at age 3, the electronic EdPlan records must be shared with the selected LEA. Sharing the EdPlan record and all other transition activities are required to be completed when the child is between 27 and 33 months of age. If timelines allow, it is best practice to share the SoonerStart record AFTER a Student Testing Number (STN) has been assigned and prior to the completion of a Transition Planning Conference.

The Resource Coordinator will send a message to PCG (EdPlan database vendor) on the EdPlan Message Board located on the Main Menu page of EdPlan requesting that the SoonerStart record be shared with the child's assigned LEA. The message must include the child's name, date of birth, local ID number and the name of the child's school district. After the record is shared, "Transfer Student Records" will show in Student History.

The Resource Coordinator will notify (email, phone, etc.) their LEA contact that the child's records have been "shared" in EdPlan. When contacting the LEA, it is helpful to remind the school contact that the records are available in their "Inactive Students" list. The EdPlan Administrator for the LEA must activate the record for school personnel to view.

The shared record will contain all finalized documents (MECATS, IFSPs, etc), plus all documents uploaded, including medical records. Contact logs that have been saved in the documents as well as progress notes are also included in the shared record. The ECO ratings are not finalized in a document and therefore do not transfer with the record.

EdPlan records for a child who has turned three years of age may be shared with the LEA if the parent/guardian provides written parental consent by signing the SoonerStart Consent to Release Information. Any previous consents signed by the parent while the child was enrolled in SoonerStart are no longer valid after the child turns three years old. The Consent to Release Information must be signed in the presence of a SoonerStart staff member.

The EdPlan record does not have to be re-activated before sharing with the LEA or documenting the request to share in the record's Contact Log.