



SoonerStart Early Intervention Program Confidential Record

Child Information:

First Name:	Middle Initial:	Last Name:	Date of Birth:
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The following persons have accessed these records:

Signature	Purpose	Date

These EI records are to be maintained in a confidential manner in accordance with the Family Educational Rights and Privacy Act (FERPA) (34 CFR Part 99), and Individuals with Disabilities Education Act (34 CFR 300.560-300.614), and the Education of the Handicapped Act Amendments of 1986 (P.L. 99-457, 34 CFR 303.406).

SOONERSTART EARLY INTERVENTION PROGRAM - CONFIDENTIAL RECORD

Purpose of Form

This form is used to keep a written record of persons who have accessed the child's SoonerStart file, the purpose of that access, and the date. This form is in compliance with the Family Educational Rights and Privacy Act, the Individuals with Disabilities Education Act (IDEA), and Oklahoma Procedure.

Preparation of Form

Any person who accesses the file must sign this form. Sign the form the first time the file is accessed and document the purpose for accessing. For example, administrative support staff signs in the first time and state purpose as periodic filing. This form is required for the SoonerStart file.

Child. Enter the full name of the child referred for services.

Date of Birth. Enter the child's date of birth (month, day and year).

Signature. The person accessing the file signs their name.

Purpose. Enter the reason the person is accessing the file. For example: filing, review of medical records, or review of EI records.

Date. Enter the date (month, day and year) the person accessed the file.

Routing of Form

The original is retained in the SoonerStart file.