



1.9 Child File Transfer Form **Instruction Sheet**



PURPOSE STATEMENT:

The purpose of the Child File Transfer Form is to ensure necessary documentation and information is provided to the receiving site of a currently enrolled child.

TIMELINE:

Form completed at the time of a requested transfer.

STAFF RESPONSIBLE:

The Child File Cover Sheet is completed by the Early Head Start/Head Start Site Supervisor of the current site as well as the receiving site. The EHS Program Assistant will review the transfer documents for accuracy prior to delivery. For home based children, the EHS/HS Home Based Supervisor completes the form and notes which site or Home Base caseload the child is transferring to.

INSTRUCTIONS:

- Fill in child's Name, DOB, FID and PID
- Fill in the current and receiving sites
- Check off all boxes that apply: current immunizations, DRDP attached, foster child or CWS-involved family, court order, current Intervention Plan or Safety Plan in place, and/or family certified for CDE.
- Current site is responsible to contact IT to transfer child to new site in DRDP tech
- Check the boxes that apply and document the most current dates: current physical, current dental, IEP/IFSP, Date child referred to Special Education, current Authorization to Administer Medication, IHP, and Request for Special Meals. Current site is responsible to return all medication to the family prior to the transfer.
- Place the Child File forms in an envelope and attach the completed Child File Transfer form to the outside of the envelope.
- The current site designates a staff person to contact the receiving site and determine who will deliver the Child File.
- Upon delivery to the receiving site, the staff delivering the Child File and the staff receiving the Child File both sign and date the bottom of the form.
- The original site/caseload keeps a copy of the transfer form, and the receiving site/caseload files the Child File Transfer form in Section 1: Enrollment in the Child File.