

Highland Rim Economic Corporation
Head Start Policies and Procedures Manual

Policy ID 130320 (PCR) Protections for the Privacy of Child Records

Related Regulations:	1303.20, 1303.21, 1303.21 a, 1303.21 b		
Revised by:	Jamie Davenport, Operations Manager	Revision Date:	5/8/2017
Approved by:	Elizabeth McLaughlin, Head Start Director	Approval Date:	9/26/2017
Responsibility:	Health Services Manager		
Timeline:	Ongoing		
Evaluation:			
Forms:			

Performance Objective: The program establishes and implements procedures to protect the confidentiality of any personally identifiable information (PII) in child records

1.0 Program Procedures – Applicable Confidentiality Provisions

- 1.1 If the program is an educational agency or institution that receives funds under a program administered by the Department of Education and therefore is subject to the confidentiality provisions under the Family Educational Rights and Privacy Act (FERPA), then it complies with those confidentiality provisions of FERPA instead of the provisions in 1303.20.
- 1.2 If the program serves a child who is referred to, or found eligible for services under, IDEA, then a program must comply with the applicable confidentiality provisions in Part B or Part C of IDEA to protect the PII in records of those children, and, therefore, the provisions in this subpart do not apply to those children.