

Highland Rim Economic Corporation
Head Start Policies and Procedures Manual

Policy ID 130323 (PCR) Parental Rights

Related Regulations:	1303.23		
Revised by:	Jamie Davenport, Operations Manager	Revision Date:	5/8/2017
Approved by:	Elizabeth McLaughlin, Head Start Director	Approval Date:	9/26/2017
Responsibility:	Family Services Manager		
Timeline:	Ongoing and as applicable		
Evaluation:			
Forms:			

Performance Objective: Parents have the right to inspect their child's records.

1.0 Parental Rights

- 1.1 If the parent requests to inspect child records, the program makes the child records available within a reasonable time, but no more than 45 days after receipt of request.
- 1.2 When the program maintains child records that contain information on more than one child, the program ensures the parent only inspects information that pertains to the parent's child.
- 1.3 The program does not destroy a child record with an outstanding request to inspect and review the record.

2.0 Amend Record

- 2.1 A parent has the right to ask the program to amend information in the child record that the parent believes is inaccurate, misleading, or violates the child's privacy.
- 2.2 The program considers the parent's request and, if the request is denied, renders a written decision to the parent within a reasonable time that informs the parent of the right to a hearing.

3.0 Hearing

- 3.1 If the parent requests a hearing to challenge information in the child record, the program schedules a hearing within a reasonable time, notifies the parent, in advance, about the hearing, and ensures the person who conducts the hearing does not have a direct interest in its outcome.
- 3.2 The program ensures the hearing affords the parent a full and fair opportunity to present evidence relevant to the issues.
- 3.3 If the program determines from evidence presented at the hearing that the information in the child records is inaccurate, misleading, or violates the child's privacy, the program either amends or removes the information and notifies the parent in writing.
- 3.4 If the program determines from evidence presented at the hearing that information in the child records is accurate, does not mislead, or otherwise does not violate the child's privacy, the program informs the parent of the right to place a statement in the child records that either comments on the contested information or that states why the parent disagrees with the program's decision, or both.

Highland Rim Economic Corporation
Head Start Policies and Procedures Manual

4.0 Right to Copy of Record

4.1 The program provides a parent, free of charge, an initial copy of child records disclosed to third parties with parental consent and, upon parent request, an initial copy of child records disclosed to third parties, unless the disclosure was for a court that ordered neither the subpoena, its contents, nor the information furnished in response be disclosed.

5.0 Right to Inspect Written Agreements

5.1 A parent has the right to review any written agreements with third parties involving their child.