

## Community Partnerships

### Task: Transfer of Records

Task	Person Responsible	Time Frame
<ol style="list-style-type: none"> <li>1. Compile a list of children who are not registered for kindergarten</li> <li>2. Email list of children to FA</li> <li>3. Contact parents to see if they need assistance registering their child for kindergarten</li> <li>4. Enter contact notes into ChildPlus</li> <li>5. If needed, gather the necessary documents and transfer to the appropriate school system.               <ul style="list-style-type: none"> <li>- Complete the bottom portion of the Record Release Form</li> <li>o Fill in the date the records were transferred</li> <li>o Sign the form</li> <li>- File the Record Release Form in the child's file</li> </ul> </li> </ol>	<p>Teacher</p> <p>Teacher</p> <p>FA</p> <p>FA</p> <p>FA</p> <p>FA</p>	<p>Immediately following end of the year home visit.</p> <p>Immediately following end of the year home visit.</p> <p>Upon receiving list of children who are not registered.</p> <p>Following contact with parent.</p> <p>Upon delivery of records</p>