


1 **1.A.2 Disclosure of Directory Information**

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3 **I Policy Index:**

	Policy #:	1.A.2
	Distribution:	Public
	Date Policy Developed:	03-01-2009
	Date Policy Revised:	10-24-2011
	Date Policy Effective:	10-25-2011
	Supersedes Policy Dated:	04-06-2011
	Scheduled Review:	January 2012
	Policy Tracking #:	5
	Applicable Units:	All
	Responsible Authority	BWEIP Manager

5
6 **II Purpose:**

7 To describe policy for disclosing directory information for children participating in Part C to the
8 Local Education Agency (LEA) as approved by the Office of Special Education (OSEP) in April of
9 2009.

10
11 **III Definition(s):**

12
13 **Local Education Agency (LEA):**

14 A Local Education Agency (LEA) may refer to a public school district or in rural areas a body that
15 oversees multiple schools. The responsibilities of a LEA may include operating the public school
16 system, distributing grant money to school projects, and contracting for educational services.

17
18 **Individual Family Service Plan (IFSP):**

19 For the purposes of this policy, an Individual Family Service Plan (IFSP) is a plan developed to
20 provide special services for children birth to three (3) with disabilities.

21
22 **IV Procedure(s):**

23
24 **A. Directory Information:**

- 25 1. Early intervention programs will provide directory information to the appropriate LEA
26 for all children who are enrolled in early intervention services under an Individualized
27 Family Service Plan (IFSP).
- 28 2. Directory information includes:
 - 29 a. Child's name;
 - 30 b. Date of birth;
 - 31 c. Primary language; and
 - 32 d. Parent/guardian contact information:
 - 33 1) Name;
 - 34 2) Address; and
 - 35 3) Telephone number.

- 42 3. Early intervention programs will inform the parent/guardian of a child of any age on or
 43 before the initial IFSP of the required [Disclosure of Directory Information from Part C](#)
 44 [to Part B](#) and provide an opportunity to decline/opt out of the disclosure of this
 45 information (See Attachment 1).
 46
 47 4. Directory information will be sent to the LEA, unless a parent/guardian has declined
 48 disclosure, either at twenty-seven (27) months of age for enrolled children or at the
 49 time of the initial IFSP for children who enter early intervention after twenty-seven (27)
 50 months of age.
 51
 52 5. Each child's file will include the [Disclosure of Directory Information from Part C to Part](#)
 53 [B](#) form (See Attachment 1).
 54
 55 a. "All early intervention programs are required to provide directory information to
 56 the local school district for children eligible to receive services under an IFSP,
 57 prior to their third (3rd) birthday. The information includes your child's name, date
 58 of birth, and primary language; and parent /guardian contact information (name,
 59 address, and phone number). The parent/guardian may decline this release of
 60 information until the child reaches twenty-seven (27) months of age or at the time
 61 of the initial IFSP for children who enter early intervention after twenty-seven (27)
 62 months of age. Please sign here if you object to this disclosure. "
 63

64 **B. Release of Information to Part B:**

- 65
 66 1. A separate Release of Information form with the parent/guardian signature is required
 67 prior to transmitting other information about the child from the state or local early
 68 intervention program to the LEA.
 69
 70 2. If a parent/guardian opts out of disclosure of directory information and subsequently
 71 signs a Release of Information to Part B form, the Release of Information to Part B
 72 form overrides the disclosure of directory information.
 73

74 **V Related Directive(s):**

75 None

76
 77 **VI Revision Log:**


78 March 2009: **New** policy.
 79 March 2010: **No** revisions.
 80 February 2011: **Revised** policy format. **Added** definitions of LEA and IFSP. **Added** Attachment 1
 81 and hyperlinks to Attachment 1.
 82 April 2011: **Added** "on or" in ss (A3) and within Attachment 1.
 83 October 2011: **Deleted** ss (6 and 7 of Attachment 1) regarding the EI program entering the opt
 84 out status and the planning for students who may be eligible for Part B services.
 85
 86

		<i>10-24-11</i>
Susan Ord, BWEIP Program Manager		Date

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92 **Attachment 1: Disclosure of Directory Information from Part C to**
93 **Part B**

- 94
95 1. The **Disclosure of Directory Information from Part C to Part B** form may be accessed on the
96 shared (S) drive at:
97
98 a. Start / My Computer / S / BWEI / BWEIP Policy Drafts / **Disclosure of Directory Information**
99 **from Part C to Part B**;
100
101 b. Or by clicking [here](#) to access the **Disclosure of Directory Information from Part C to Part B**.
102
103

	DISCLOSURE OF DIRECTORY INFORMATION FROM PART C TO PART B
	<i>Please refer to BWEIP policy 1.A.2 Disclosure of Directory Information</i>

1
2
3 1. Early intervention programs will provide directory information to the appropriate LEA for all
4 children who are enrolled in early intervention services under an Individualized Family Service
5 Plan (IFSP).
6
7 2. Directory information includes: child's name, date of birth, and primary language; and
8 parent/guardian contact information (name, address, and telephone number).
9
10 3. Early intervention programs will inform the parent/guardian of a child of any age on or before
11 the initial IFSP of the required disclosure and provide an opportunity to decline/opt out the
12 disclosure of this information.
13
14 4. Directory information will be sent to the LEA, unless a parent/guardian has declined disclosure,
15 either at twenty-seven (27) months of age for enrolled children or at the time of the initial IFSP for
16 children who enter early intervention after twenty-seven (27) months of age.
17
18 5. All early intervention programs are required to provide directory information to the local school
19 district for children eligible to receive services under an IFSP, prior to their third (3rd) birthday.
20 This information includes your child's name, date of birth, and primary language; and
21 parent/guardian contact information (name, address, and phone number). The parent/guardian
22 may decline this Release of Information until the child reaches twenty-seven (27) months of age
23 OR at the time of the initial IFSP for children who enter early intervention after twenty-seven (27)
24 months of age. Please sign here if you object to this disclosure.
25
26 *I parent/guardian request that my child's directory information NOT be provided to the school
27 district.*
28
29 _____
Parent/Guardian Signature Date

30 **Additional Information:**
31
32 A separate Release of Information Form with parent/guardian signature is required prior to
33 transmitting other information about the child from the state or local early intervention program to the
34 LEA. If a parent/guardian opts out of disclosure of directory information, and subsequently signs a
35 Release of Information to Part B, the Release of Information overrides the opt out.
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