



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING


RICK SNYDER
GOVERNOR

BRIAN J. WHISTON
STATE SUPERINTENDENT

MEMORANDUM

DATE: September 13, 2016

TO: *Early On*[®] Coordinators

FROM: Vanessa Winborne, Part C Coordinator 
Office of Great Start/Early Childhood Development and Family Education

SUBJECT: Clarification Around Request for Protected Information (Non-Health) and Authorization to Release *Early On* Record Forms

The Request for Information (Non-Health) form is designed to be used when requesting information from other community partners such as child care centers or other community agencies. *This form is not needed when sharing educational records between school districts.*

The Authorization to Release *Early On* Record form is designed to obtain parental consent to release information from the *Early On* record to another agency required by 34 CFR 303.414. This could be a doctor's office or any other agency or person requesting information. *This does not include local school districts or Michigan Department of Health and Human Services foster care caseworkers.*

The Family Educational Rights and Privacy Act (FERPA) section 99.31 allows Part C to disclose, without consent, the Part C early intervention record of infants and toddlers to:

- Qualified personnel or service coordinators under Part C;
- Other Michigan service areas/intermediate school districts to which a child is transferring;
- A receiving school which requests records from a sending school;
- State education agency (Michigan Department of Education);
- Specified officials for audit purposes;
- Comply with a judicial order or lawfully issued subpoena; and
- Appropriate officials in cases of health and safety emergencies.

The Uninterrupted Scholars Act of 2013 amended the FERPA Act to eliminate inadvertent obstacles to information sharing from educational agencies to child welfare agencies. For *Early On* this means when a request for educational records is received from a foster care caseworker, no parent signature or court order is necessary to fulfill the request. This change in law does not revise current procedures regarding foster parent(s) or relative provider(s) access to educational records.

Thank you for all of the hard work that you do for the infants, toddlers and their families participating in *Early On*.

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • 517-373-3324