

PACT CB - Head Start/Early Head Start  
File Maintenance Checklist - Education

PACT CB - Head Start/Early Head Start File Maintenance Checklist - Education		Child Teacher	Date Class
Check	<b>CB Teacher's Working File Education Records</b>	Check	Returning Children to HS or EHS/ transferring to another area / class
		Check	Drop File or end of year child leaving program
Items in this box with the double border are from the Health and Safety Notebook			
	Release of Children - original		Retain in File
	Permission for Publicity for Foster Child - original		Retain in File
	Medical Alert form with documentation - shred if no logs		<b>DCFS File</b>
	Medication form with documentation - shred if no logs		<b>DCFS File</b>
	Dietary form with documentation - shred if no logs		<b>DCFS File</b>
	Emergency contact - original		Retain in File
	Health History - copy		Retain in File
	Permission and Consent (only no's) - copy		Shred
Items in this box with the regular border should all be included in the file.			
	Child Application/Change of Status - copy		Shred
	Education Contact Reports - copy		<i>Retain in File</i>
	DIAL Parent & Teacher Questionnaires (HS) - original		<i>Retain in File</i>
	DIAL Developmental Screening (HS) - original		<i>Retain in File</i>
	ASQ & ASQ-SE Developmental Screening (EHS) - original		<i>Retain in File</i>
	Parent-Teacher Agreement - original		<i>Retain in File</i>
	Cultural/Home Language Survey- orig		<i>Retain in File</i>
	Family Conference Reports - original (TSGOLD)		<i>Retain in File</i>
	Report Card -mid year drop only (fall, winter,spring,summer checkpoints)		<b>NA</b>
Items in this box with the thick border may or may not be included in the file depending on individual child/family.			
	IEP/IFSP - if applicable - copy		<i>Retain in File</i>
	Transition Plan Checklist, if applicable - original		<i>Retain in File</i>
	Infant Report from Parents (EHS), if applicable - original		<i>Retain in File</i>
	Family Support Plan, if applicable - copy		<i>Retain in File</i>
	PBS Plan - if applicable - copy		Shred
	Parent Guardian ID form, if applicable - original		<i>Retain in File</i>
	Toilet Training Agreement, if applicable - original		<i>Retain in File</i>
	Child's Portfolio (original work samples, returned WGC, if applicable)	Give to Family	

**Directions**

Staple this form to the front of the child's education file. The column to the far left should be used to track items in the child's folder throughout the year. The child Plus label is attached to the file. Child Plus labels are confidential and extras should be shredded

When a child drop/ transfers: Teacher prints the Report Card and includes all checkpoint periods. The FA informs CB Teacher about the drop/ transfer. The Teacher follows the appropriate column and forwards the education file to FA.

End of Year: Teacher will print the Report Card. The Teacher will use this form to decide if the form is shredded, retained, or forward to appropriate coordinator.