

3f. Where Forms Go

- Created 06/13
- Reviewed 08/26

Form Name	HOFL ECEAP	Form Number	Send Form to Whom	Special Instruction	Where to put in Child's Site File	Where to enter into on CP.net (EHS/HS) or ELMS (ECEAP)
Change of Status	Y	ERSEA 1e (lowercolumbia.edu/publications/head-start-handbooks/ERSEA/1-application/e-Change_of_Status) (Printed on green paper)	Copy to Carol Robbins	Original in site file; make photocopy and send to Carol Robbins for databasing; when you receive the copy back with date and initials of the person who databased it, transfer that date and initials to the original that is located in the site file; shred the copy only.	• Admin Section • Copy Bus if bus rider • Copy to Emergency Notebook	• ELMS: Family Support • CP: Family Services

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Change of Classroom	Y	MSYS 7p - link coming soon	Skye Strayer	Original to office, copy for site file	Admin Section	• ELMS: Family Support • CP: Family Services
ASQ-3, ASQ-SE 2, and Rescreens	Y	N/A	N/A	Scan ASQ-3, ASQ-SE2, and scoresheet to Ryleigh and Kelly to upload into cpnet.	N/A	ONLY ELMS: Child Development
Developmental/Health Screening Summary		EDUC 4g (lowercolumbia.edu/publications/head-start-handbooks/EDUC/04-developmental-screening/g-summary)	Laurie Severson	Scan to Kelly to upload to cpnet; give copy to parent	Education Section	• ELMS: Child Development • CP: Education
Health History	Y	• HLTH 11b - link coming soon • HLTH 11c - link coming soon	N/A	Original in site file; scan to self and email to Kelly Norton (knorton@lowercolumbia.edu) for uploading attachment	Health Section	• ELMS: Family Support • CP: Family Services

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		HLTH 11d - link coming soon (Printed on blue paper)		into the Health section of database. Write the date it was uploaded on the original for the database date.		
Home Language Survey	Y	N/A	Share form with Teacher	Teacher to input information into SMART Teach.	Education Section	N/A
School Readiness In-Kind	N	FISC 1e - link coming soon	Area Manager with EOM	Attached to EOM (Teacher) Area Manager send signed originals to Gwyn Wilson.	N/A	- ELMS: Family Support - CP: Family Services
Parent Volunteer / Site Volunteer In-Kind Form	N	FISC 1i1 - link coming soon	Area Manager with EOM	Attached to EOM (Teacher) Area Manager send signed	N/A	- ELMS: Family Support - CP: Family Services

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				originals to Gwyn Wilson.		
Meal Count (CR Attendance)	Y	Cplus Report 2315	Carol Robbins	Double check for accuracy and completeness; make photocopy, send the original to Carol and keep a copy in an attendance file in front of the child files. Copy given to Area Manager.	Attendance folder in front of site files.	Make individual note of each child's absence attendance in Childplus.
Parent Agreement	Y	FS/PE 6a (lowercolumbia.edu/publications/head-start-handbooks/F)	Original to site file	Copy to Health Coordinator if parent initialed NO to number	- Admin Section - Copy to Emergency Notebook - Parent Agreement Exclusion List	- ELMS: Family Support - CP: Education

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		S-PE/06-parent-agreement s/a-head-start-ECEAP-3-to-5-parent-agreement contract • FS/PE 6d (lowercolumbia.edu/publications/head-start-handbooks/FS-PE/06-parent-agreement s/d-prenatal-parent-agreement contract) • FS/PE 6e (lowercolumbia.edu/publicatio		1, and place a copy for each child in Emergency Response Notebook.		

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		ns/head-start-handbooks/FSPES-06-parent-agreements/e-Home-Based-parent-agreement-contract)				
Parent Survey	Y	N/A	N/A	Completed at parent/teacher conferences. Any paper copies to be entered by given date.	N/A	N/A
Parent Survey – ECEAP	Y	N/A	N/A	Completed at parent/teacher conferences via an online survey system.	N/A	N/A

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Program Parent Sign-In	Y	FS/PE 14d (lowercolumbia.edu/publications/head-start-handbooks/FS-PE/14-parent-meetings/d-Parent-Sign-In-Lista-de-Registros-Padres-del-Programa)	- Gwyn Wilson-original - Center Notebook-copy	Original to Gwyn Wilson. Place a copy in your center notebook for reference in your EOM reporting.	Center Notebook	N/A
PIR End of Enrollment Questionnaire	Y	MSYS 7r - link coming soon	Carol Robbins	Completed at Spring parent/teacher conferences OR when a child withdraws from the program.	N/A	N/A
Records Request	Y	HLTH 11e1-11e2 (lowercolumbia.edu/publications/head-start-handbooks)	Carol Robbins	Send the original to Carol Robbins to request records and for data entry; when you	Appropriate related section (most likely Health)	- ELMS: Family Services - CP: Family Support

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		oks/HLTH/11-Student_Health_History_Nutrition_Intake_Health_Follow-Up_Referals_and_Treatment/e-Record_Request_Letters) • DISA 2f (lowercolumbia.edu/publications/head-start-handbooks/DISA/2-referral-and-evaluation/f-request-for-records-from-sch		receive the original back with date and initials of person who requested the records, shred the COPY ONLY.		

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		- ool-dis trict) • DISA 2g (lo wercol umbia. edu/pu blicatio ns/hea d-start -handb ooks/D ISA/2-r eferral -and-e valuati on/g-re cords- reques t-from- progre ss-cen ter) • MH 5b - link coming soon • FS/PE 4d (lo wercol umbia .edu/p ublicati ons/he ad-star t-hand books/ FS-PE /04-ch				

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		ild-abuse-neglect/d-DCYF-CPS-information-request)				
Release of Information (ROI)	Y	ERSEA 1d (lowercolumbia.edu/publications/head-start-handbooks/ERSEA1-application/d-Parent-Guardian_Permission_to_Reveal_or_Obtain_Confidential_Information) OR ERSEA 1f (lowercolumbia.edu/publications/head-start-handbooks/ERSEA1-application/f-Adult-Pregnant_Individual_Permission_to_Rev	Original to Carol Robbins	Original will be returned to you after it is scanned and documented into the health module of ChildPlus. It will also have the initials of the person who databased it along with the date it was scanned into ChildPlus in the lower right-hand corner.	Admin Section	• ELMS: Family Services • CP: Education, Family Support

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		eal_or_Obtain_Confidential_Information		To view the ROI in ChildPlus, in any tab click on attachments on the top portion of the screen and click view all		
Transportation Request	Y	TRAN 5d - link coming soon	Transportation Liaison for your building	Original to Transportation Liaison; copy for site file.	SS/MH Section	• ELMS: Family Services • CP: Family Support
USDA (Child & Adult Care Food Program – CACFP)	N	N/A	Carol Robbins	Put LOC ID on front of form.	It will not be sent back to you; note in case management and on home visit log form that it was completed	• ELMS: Family Services • CP: Education, Family Support
Withdraw/Transfer Checklist Includes: End of Enrollment PIR,	Y	• ERSEA 2d, 2d1, 2d2 (lowercolumbia.edu/p	Skye Strayer	Attach to front of file with attachments when withdrawing student.	Admin Section	• ELMS: Family Services • CP: Family Support

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Questionnaire and possible COS form		ublications/head-start-hand books/ERSE A/2-attendance/d-File_Transfer_Checklists)				