

**HEAD START PROCEDURES FOR:
TRANSITIONS BETWEEN PROGRAMS
COMPONENT: CENTER FOR YOUNG LEARNERS**

1.0 **Scope: Head Start Performance Standard 1302.72 Transitions between programs**

2.0 **Responsibility:**

- 2.1 Head Start Staff
- 2.2 Head Start Consultants
- 2.3 Parents

3.0 **Resources:**

- 3.1 myHeadStart GoEngage
- 3.2 Contact logs
- 3.3 Child's file with Transition interview
- 3.4 Community Resource guide
- 3.5 GOLD
- 3.6 CLI Engage
- 3.7 Brigance Online

4.0 **Procedures:**

- 4.1 The Head Start staff will assist families when transitioning to another site within Region 14/15 by providing them the pertinent information about Head Start and transferring records.
 - 4.1.1 The Head Start Family Service Worker will transfer the child's file to the new site.
 - 4.1.2 The ESC staff will transfer myHeadStart the web-based data system, Teaching Strategies GOLD, CLI engage, DECA, and on-line Brigance electronically.
- 4.2 When possible, Head Start staff will provide parents pertinent information and/or copies of reports to be given to new service provider if transitioning outside of the service area.
 - 4.2.1 When possible and/or practical, Family Service Workers will investigate early childhood opportunities located in the new community and share that information with parents if Head Start is not available.
- 4.3 Parents will be given strategies and activities that will help them advocate, promote and keep them involved in the education and development of their child.
- 4.4 When possible and/or practical, Head Start Staff will assist families in identifying services and supports available for children with disabilities or children in need of language instruction within the new community.

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5.0 Associated documents:

5.1 Child's file

6.0 Record Retention Table:

Identification	Format	Storage	Retention	Disposition	Protection
MyHeadStart Web-based data system, TS GOLD, DECA, Online Brigance, CLI Engage	Electronic	on-line	7 years	delete	password and backup
Child's File	Print	ISD File Cabinet	7 years	Shred	Locked File

7.0 Monitoring:

7.1 Quarterly review

8.0 Revision History:

Date:	Revision#	Description of Revision
6-2017		
5-2018	4.1.2 6.0 3.5 3.6 3.7 3.8	Deleted "Region 15" Added "CLI Engage" Changed " Deleted and Shredded to Delete and Shred" Added "GOLD, CLI engage, DECA, and online Brigance electronically
6-2019	3.1, 6.0	changed "PROMIS" to myHeadStart
4-2022		reviewed
12/2022	3.0, 3.1	remove "myHeadStart" replace with "GoEngage"
12/2022	4.0, 4.1.2	remove "myHeadStart" replace with "the web- based data system"
12/2022	6.0	remove "myHeadStart" replace with "web-based

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