

## Instructions for Part C –Directory Information Form

For **all** children, the Service Coordinator (SC):

- Completes the information between the brackets [ ] on the Directory Information Form (Child’s Name, DOB, Parent’s Name, Address, Telephone **and** School District Name, Address, Telephone, Fax);
- Places own name and telephone number at the bottom of the form; and
- Uses the SC “script” to explain directory information to the parent.

In **most** cases the SC will provide the directory information to the Local Educational Agency (LEA) **with the written transition meeting notification** and case note the date and manner it was provided (e.g., email, mail, fax).

However, if the parent **does not** want directory information provided to the LEA, the parent must:

- Check the box beside the statement: “I do not want the above directory information provided to the local school district;” and
- Print his/her name, relationship to the child, and sign and date the form.

And the SC:

- Makes a copy of the form for the parent and the child’s file;
- Case notes when the Opt Out form is received; but
- Will ***not*** notify the LEA ***unless*** the parent changes their mind prior to the transition meeting and would like to invite the LEA (in which case a new form will be completed and provided to the LEA).

If the parent is **undecided** and wants additional time to consider providing directory information to the LEA, the SC will:

- Ensure the parent understands the form must be signed, dated and returned by the due date specified, or the directory information will be provided to the LEA when the child nears 2 ½ years of age;
- Fill in the date the form was given to the parent and the date it must be signed and received by the SC; and
- Leave a copy of the form with the parent and place one in child’s file.

If the SC receives the completed form with parent signature by the due date, the SC:

- Makes a copy of the form for the parent and the child’s file;
- Case notes when the Opt Out form was received; but
- Will ***not*** notify the LEA ***unless*** the parent changes their mind prior to the transition meeting and would like to invite the LEA (in which case a new form will be completed and provided to the LEA).

If the SC **does not** receive the completed form with parent signature by the due date, the SC will:

- Case note the form was not received;
- Provide the LEA with the directory information; and
- Case note the date and manner directory information was provided to LEA (e.g., email, mail, fax).

**NOTE:** When preparing and scheduling the transition meeting, the SC will follow standard transition procedures to invite community programs, including the LEA, and obtain a Release of Information (ROI) prior to or at the transition meeting for release of any EI records.

**Revised April 2010**