

Transfer of Developmental Records

Dear Parent/ Primary Caregiver;

At this time, we are helping to prepare your child for the transition from our care into another facility. Your child has grown fruitfully, and the record of this is included in our observations and assessments.

The Glenshaw Presbyterian Church Early Learning Center would be happy to provide a copy of your child's records to the facility where your child will develop in the near future. Please sign this form and give us the address of the educational facility where your child will attend when he/she leaves our care. Listed is the material we could send. If you would like us to send information please place a check on the line of each item(s) you would like us to mail within a two week period of request.

It has been our pleasure serving your family.

Sincerely,

Jana Spencer

and Staff of Glenshaw Presbyterian Church Early Learning Center

Please Mail:

_____ Anecdotal/Observational Notes/Assessments

_____ Child Service Report

_____ Copies of Parent Conference

To: Name of Facility: _____

Contact Person (teacher) if known: _____

Address: _____

I give permission to Glenshaw Presbyterian Church Early Learning Center to release the above information concerning my child

_____ so that you will be able to successfully help my child with his continued growth and development.

Signature _____ Date _____