

Parent/Guardian Explanation of B-3 Authorization for Information

**What happens when I sign this form?**

(1) **“Consent to Refer”**.

When you sign the top half of this form you are giving consent for the Birth to 3 Program to send an electronic “referral” to the school district listed at the top of this form. The school district listed above is where your child will likely attend school after the age of three.

When the Birth to 3 Program contacts your child’s local school district they will be sharing the following information about your child.

1. name
2. date of birth
3. gender
4. how to contact you
5. what native language you speak
6. services your child received while in the Birth to 3 program
7. where the Birth to 3 program provided those services
8. exit child outcomes.
9. the developmental concerns the Birth to 3 program has regarding your child

(2) **“Consent to Release Records”**

By signing the top half of this form you are also giving consent for the Birth to 3 Program to share the following information from your child’s file.

1. The Individualized Family Service Plan (IFSP)
2. Progress Reports/Plan of Care
3. Evaluation Reports from:
  - The Speech Language Therapists
  - The Occupational therapist
  - The Physical Therapist
  - Special Education Teacher
  - Others as indicated

***Your child may not have had all of these services and therefore there will be no report to send***

**What is the purpose of this information?**

When you provide “*consent to refer*”, it helps the school anticipate your child’s arrival and will help them plan accordingly.

When you provide “*consent to release information*” it also will help the school plan for your child’s possible arrival. The staff who may possibly be working with your child will have an opportunity to “get to know” your child by reading the reports, IFSP’s and reviewing the progress he/she has made while in the Birth to 3 program. This information may also help determine eligibility and therefore your child may not have to be evaluated immediately upon entering school.

When you provide “*consent to release information*”, the information listed above helps your child’s school prepare for the transition from a Birth to 3 program into a public school program. Receiving this information BEFORE your child arrives will help the school plan for his/her needs and therefore help your child adjust to a new environment. It may also prevent your child from having to have any additional done.

If the school decides additional testing is needed they must get your consent first. The school will NOT evaluate your child without your consent.

**Who is DPI and who is DHS?**

**Section two** is called *Communication between DHS and DPI*.

**DHS** stands for Department of Health Services. This Department is responsible for all the Birth to 3 programs in the State of Wisconsin.

**DPI** stands for Department of Public Instruction. They are responsible for all the education programs in Wisconsin, including children who are eligible for early childhood special education.

**Why do I have to sign?**

When you sign the bottom half of this form it says that you understand *what* information will be shared with the school district *and* that you understand *who* will be sharing that information. It also states that you understand that signing this form is voluntary and that you may refuse to sign. You are also stating that you understand you have the right NOT send information or only certain information. Finally, by signing this form you acknowledge it may affect the process of determining your child’s eligibility for the program.

**What is an “electronic referral”?**

Instead of the Birth to 3 Program making a phone call or writing a letter to your child’s school we instead send an e-mail. However, the e-mail does NOT include any identifying information about your child other than date of birth. This process makes things faster, less expensive and easier to track WHO received the e-mail and WHEN they received it.

**What happens if I choose not to sign this form?**

You do not have to sign the form giving consent. However, by not signing the form, it will make planning for your child’s education much more difficult. If eligible, your child will still receive services if you choose not sign but it will take the therapists and teachers a longer period of time to identify how they can best provide services for your child or your family.