**Child Exit Procedure**

1. Complete visit note with the following documentation:
2. **School district eligibility** (e.g., family “no showed IEP”, child eligible for services and will attend Riverside Preschool 2 days per week, child not eligible, etc.).
3. **Or** other exit reason (withdrawn by parent, moved, etc.).
4. If they are **receiving services through another program** (e.g., Early Head Start, Pediatric Rehab, community preschool, etc.).
5. **And** anyother information shared with families.
6. **Help Me Grow tracking** program accepted or declined by parents.
7. Inform parents that **we will keep their child’s records for 5 years** and they have access to the parent portal for 90 days. Use same or similar language.

You child’s Up to 3 paper records will be maintained for 5 years following his/her date of exit from the Up to 3 program. After this date the Up to 3 paper records will be securely destroyed. You may request a copy of your child’s records up to January \_\_\_\_\_\_\_\_\_\_\_.

1. Review BTOTS transition pages and add information/ dates to any field that is blank.
2. Resolve any alerts and remove them from the child’s record.
3. Complete exit wizard, not more than 2 weeks following a child’s 3rd birthday.
4. If you need to change the exit reason, use the edit feature under the enrollment tab on the CHILD page in BTOTS

