Child Exit Procedure

1. Complete visit note with the following documentation:
   a. **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.).
   b. **Or** other exit reason (withdrawn by parent, moved, etc.).
   c. If they are **receiving services through another program** (e.g., Early Head Start, Pediatric Rehab, community preschool, etc.).
   d. **And** any other information shared with families.
   e. **Help Me Grow tracking** program accepted or declined by parents.

2. 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 ____________.

3. Review BTOTS transition pages and add information/ dates to any field that is blank.

4. Resolve any alerts and remove them from the child’s record.

5. Complete exit wizard, not more than 2 weeks following a child’s 3rd birthday.

6. If you need to change the exit reason, use the edit feature under the enrollment tab on the CHILD page in BTOTS

<table>
<thead>
<tr>
<th>General</th>
<th>Activation</th>
<th>Enrollment</th>
<th>Med. Diag.</th>
<th>Medicaid/CHIP</th>
<th>Aliases</th>
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</thead>
<tbody>
<tr>
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<tr>
<td>Entry</td>
<td>Exit</td>
<td>Exit Reason</td>
<td>Notes</td>
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<tr>
<td>08/16/2019</td>
<td>06/09/2020</td>
<td>Withdrawal by parent / guardian -- Parent satisfied with progress</td>
<td>Parents are satisfied with Jake’s progress and declined “Help Me Grow” tracking. Parents were informed that we keep records for 5 years.</td>
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<td>Edit</td>
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