

480-000-XXX Instructions for Completing Form EI-3, “Authorization of Release/Request for Information”

Use:

Form EI-3 is used by services coordinators to obtain authorization from parents/guardians of infants and toddlers with disabilities to request from, and release information to, specified agencies.

Completion:

Enter identifying information as indicated.

Type of Information: Obtain parent/guardian’s initials by specified information that can be released to the services coordinator and exchanged with initialed agencies/programs.

Agency/Program: Obtain parent/guardian’s initials by specified agencies/programs from which initialed information can be obtained and to which initialed information can be released.

Enter Services Coordinator’s postal mail address for revocation of Release/Request for Information.

Obtain parent/guardian’s signature and identifying information as indicated.

Enter Release/Request for Information validity dates as indicated.

Distribution:

The original of Form EI-3 is maintained in the early intervention services coordination record. A copy is provided to the parent/guardian. Additional copies are used to request specified information from specified agencies/programs.

Retention:

Form EI-3 is retained in the services coordination early intervention record for six years after the completion of the activities for which early intervention funds were used.