



# Public School Off-Site Records Verification

*This form can be used to verify children's records that are stored off-site from the public school program.*

## Children's Records

Name of School:

Date Completed:

**The following records are required to be maintained for all children enrolled in the public school program and may be stored in an off-site location.**

- Application for Enrollment
- Medical Exam
- Immunization Records
- Signed Discipline Policy Receipt Statement
- Signed Summary of Law Receipt Statement
- Signed Operational and Personnel Policy Receipt Statement (for programs meeting enhanced requirements only)

*All records, including the ones listed above, must be made available for a representative from the Division of Child Development to view when requested. All representatives from the Division of Child Development are required to maintain confidentiality of all information contained in children's records.*

**Please list the name of each child currently enrolled in your program on the back of this sheet then complete the information requested below.**

The records for the children listed on the back of this form are located at:

Address:

Person Responsible for  
Maintaining Records

Contact Phone Number:

Best Time to Reach:

Office Hours:

***By my signature below, I hereby verify that the required records for all children enrolled in our licensed program are on file, contain the appropriate information, maintained to be current and correct at all times and are available for review by Division of Child Development Personnel.***

Date Verified \_\_\_\_\_

\_\_\_\_\_  
*Signature of Program Administrator*

Id #: \_\_\_\_\_

**Please list below the first name and last initial only of each child currently enrolled in your program.**
