

**NINOS, Inc. Head Start/Early Head Start Confidentiality Sign In/Out Form**

The only persons permitted to access the children's folders are:  
Parent(s) of the child, Teaching staff, Family Service Workers, and Administrative Staff.

This Person must sign this form if working with a child's folder.

\*\*\*POINTS TO REMEMBER\*\*\*

\*Keep records in locked files

\* Do not leave records laying around on top of tables

\*Do not take records out of the center's office

Date	Time In	Time Out	Child's Name	Purpose	Signature

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