Programs for Infants and Children, Inc.
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ANNUAL NOTICE OF PRIVACY RIGHTS (FERPA)

For Early Intervention Records | 34 CFR 303.405

Each year, the law requires us to tell you about your rights regarding your child's early intervention records. Please read this notice carefully.

RECORDS WE KEEP ABOUT YOUR CHILD	YOUR RIGHTS
• Enrollment and contact information • Evaluation and assessment results • Individualized Family Service Plan (IFSP) • Notes about services your child receives • Progress reports • Referral and transition records	• See your child's records within 10 days of asking • Ask us to fix mistakes • Request a hearing if we say no to a fix • Control who sees your child's records • Say no to sharing in most cases • File a complaint if your rights are violated

Your Rights in Detail

See your child's records

- You can ask to see or get a copy of your child's early intervention records, including: Intake and enrollment records, evaluations and assessments, the IFSP and all versions of it, service notes and progress records, attendance and visit logs, referral records, transition planning documents, and any correspondence about the child's services, at any time.
- We will give you access without unnecessary delay, before any IFSP meeting or hearing about your child, and no more than 10 days after your request.

Ask us to fix mistakes

- You can ask us in writing to fix mistakes in your child's records.
- We will tell you our answer in writing. If we say no, we will explain why.
- **Right to a hearing:** If we say no, you have the right to ask for a hearing. An outside person will review the records and make a decision. If the hearing also says no, you can write a statement about the error, and we will keep it in your child's file.

Control who sees your child's records

- We need your written okay before we share your child's early intervention records.
- You can say no to sharing at any time, except in the situations listed below.

File a complaint

- You can file a complaint with our Privacy Officer if you think your rights have been violated.
- You can also contact the U.S. Department of Education, Student Privacy Policy Office (SPPO): studentprivacy.ed.gov | FERPA.Complaints@ed.gov | 400 Maryland Avenue SW, Washington, D.C. 20202-8520
- **We will never punish you for filing a complaint.**

When We Can Share Without Your Written Okay

The law allows us to share your child's records in these situations without your written permission:

- To early intervention providers who work directly with your child.
- To the Alaska Early Intervention/Infant Learning Program (state lead agency).
- To government agencies that audit or review how our program works.
- In a health or safety emergency that puts your child or others at risk.
- When state or federal law requires it.
- To you or your child's authorized legal representative.

We will NEVER sell your child's records or share them for marketing without your written okay.

Effective Date: October 21, 2026 **Privacy Officer:** Micheala Phillips **Phone:** (907) 550-3087 **Email:** mphillips@picak.org **Questions?** Call (907) 561-8060 or visit parenthandbook.picak.org	**To file a complaint with the U.S. Department of Education:** Student Privacy Policy Office (SPPO) 400 Maryland Avenue SW, Washington, D.C. 20202-8520 FERPA.Complaints@ed.gov | studentprivacy.ed.gov *Filing a complaint will not affect your child's services.*