

RECORDS REQUEST RESPONSE

Regarding Records Request: _____

The records maintained by DES/AzEIP are considered educational and protected by the Family Educational Rights and Privacy Act (FERPA), as well as state confidentiality laws. AzEIP maintains the records it needs to perform its core governmental functions in a data system known as Infant-Toddler Electronic Administration and Monitoring System (I-TEAMS). Key information from Service Coordinators, providers, and administrators who provide early intervention services are required to be entered into I-TEAMS within 10 calendar days of the activity occurring. AzEIP does not maintain copies of child-specific records or documents outside of I-TEAMS.

I have released all requested records in the possession of DES/AzEIP.

I have released all requested records in the possession of DES/AzEIP except for the following information and/or documents that have been omitted or redacted from the copy of the attached records:

I have omitted or redacted the above-listed information and/or documents from the copy of attached records for the following reason(s):

RESTRICTIONS ON REDISCLOSURE OF EDUCATIONAL RECORDS

This disclosure of personally identifiable information from an educational record is made on the condition that the party, _____, to whom the information is disclosed will not disclose the information to any other party without the prior consent of the parent. The officers, employees, and agents of _____ who receive these records may use the information, but only for the purposes for which the disclosure was made. The redisclosure provision does not apply to disclosures pursuant to court order or subpoena.

The parent has consented to redisclosure for the purpose of:

Regarding Records Request: _____

All records for the time period in question have been destroyed in accordance with our program's records retention policy. We normally destroy records on July 1st after the date of the child's 9th birthday.

A thorough search of both our active and archived files has been performed and a record for this child was not found. This document represents DES/AzEIP's continuing written objection to your Subpoena Duces Tecum. Accordingly, we consider DES/AzEIP's time to comply is extended indefinitely until you provide a valid authorization form from the parent or until a court order is obtained.

I am unable to fulfill the request for records because although an authorization form was provided, AzEIP is not itself a health care provider and its records are not medical records. The records in the possession of AzEIP and its service providing agencies are educational records, which are specifically excluded from the scope of HIPAA. If you are seeking records of services provided to the child by an early intervention service provider, then you need to seek those records directly from the provider. Your request will be reconsidered when a valid and proper authorization from is received.

I am unable to fulfill the request for records for the following reason(s):

Name of Custodian of Records or designee	Title	Date
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