



Early Childhood Division- Pre-K

Standard Operating Procedure

1. Area of Focus - RECORDKEEPING

2. Scope

Ensure quality service tracking and monitoring through efficient and effective record-keeping in order to produce accurate and timely information regarding children, families, and staff

3. Prerequisites

NA

4. Responsibilities

Teacher
Classroom Assistant
Family Engagement Specialist
Instructional Advisor
Behavior Specialist
Health Services Advisor

5. Procedure

- A. Current year classroom records must be maintained at the center/school for a minimum of five years.
- B. Master files are also maintained at the Early Childhood office. Family engagement specialists will have access to the master files and the information included in MyHeadStart.
- C. All records must be properly stored and always locked to protect confidentiality of children and family's information.
- D. Updated records should be made available to supervisors, administrators, state monitors, Department of Health officials, and/or any entities requiring legal access to files.
- E. Teachers will receive an early childhood tentative schedule at the beginning of the school year for timely submission of documents to the M-SCS Early Childhood Division office.
- F. Instructional advisors monitor files during their classroom visits throughout the year.
- G. Student files should be separate and include, as applicable:
 - Certified Birth Certificate (copy)
 - Social Security Card/Number (copy)
 - Permission Pick Up Form/Emergency Contacts
 - Withdrawal Form (if applicable)

Documents: (***Recordkeeping***) SOP short-form



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- Brigance Screening Test (pink)
- Brigance Inventory (EP)
- Anecdotal Notes
- Student Work Samples (dated)
- Kindergarten Transition Plan
- Individual Education Plan (IEP)
- TN Department of Health Immunization & Physical Form
- Daily Health Check
- Individual Health/Asthma Plan
- Physician Statements
- Special Diet/Nutrition Plan
- Mental Health Observations
- Accident/Incident Form
- Home Visit/Parent Conference Forms/Notes
- Contacts (phone calls, emails, letters)
- Parent Meeting Agendas (if applicable)
- Action Plans (academic, behavior, attendance, etc.)

H. Classroom management files should include, as applicable:

- Enrollment class roster
- Parent meeting agendas
- Parent sign-in sheets
- Daily schedule
- Monthly reports
- Transition plans
- Lesson plans
- Receipts and other financial records supporting expenses charged to early childhood program
- Teacher license documentation
- Furniture and equipment inventory form
- Attendance
- Field trip schedule
- Accident log
- Professional development log
- Staff verification form
- DOE self-assessment
- Any additional TDOE/DHS requirements

6. *References*

- Memphis-Shelby County Schools Board of Education Policy 3012 Records Management



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- TN Department of Education Standards for School Administered Childcare Programs 0520-12-01-.05 section 7
- Voluntary Pre-K Scope of Services, D and L
- Daily Attendance
- TDOE Notebook Checklist
- Student File Checklist

7. *Definitions*

- NA