



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



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June 8, 2009

MEMORANDUM

TO: *Early On*[®] Coordinators

FROM: Vanessa Winborne, Part C Coordinator
Office of Early Childhood Education and Family Services
Infant/Toddler and Family Services

SUBJECT: Authorization to Share Information Form

A new Authorization to Share Information Form was created by the Michigan Department of Education along with the departments of Community Health and Human Services. Federal requirements in each agency have increased the need to share information across systems. It was realized that the current Authorization to Share Information Form was not adequate to address the additional data requirements. The departments created and sent the form to the Office of Special Education Programs (OSEP) in Washington, DC. OSEP has approved the form for use in Part C of the Individuals with Disabilities Education Act (IDEA) known in Michigan as *Early On*. In addition, both the Michigan Department of Community Health and the Michigan Department of Human Services has approved this form; making it FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) compliant.

The Michigan Department of Education is requiring all *Early On* service areas to use this new Authorization to Share Information Form. This form will go into effect on July 1, 2009.

Attached you will find the new Authorization to Share Information Form as well as a User's Guide to the Authorization to Share Information Form. These documents are also posted on *Early On* Training and Technical Assistance's (EOTTA) website. They can be found on EOTTA's website under "What's New."

Thank you for your cooperation in this matter and all of the hard work that you do for the infants and toddlers enrolled in *Early On*.

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