

# PDG Waitlist Sharing Protocol

## Procedures for Sharing Waitlist Family Information

The \_\_\_\_\_ Preschool Development Grant (PDG) Program provides community partners with the attached document for them to share their waitlist families with our program. We contact the family once we receive a referral and have permission. We let them know about our program and the slots/opportunities that are available. If they are interested, we will start the pre-registration process with the family.

If the \_\_\_\_\_ PDG Program has no space available and has a waitlist, we ask families if they would like for us to share their contact information with the \_\_\_\_\_ program. If the family agrees, they are asked to fill out the attached form from the \_\_\_\_\_ program.

### Referral From:

Name of agency/program: \_\_\_\_\_

Name of person referring: \_\_\_\_\_

Contact #: \_\_\_\_\_ Contact Email: \_\_\_\_\_

### Referral To:

Name of program: \_\_\_\_\_

Contact person (if known): \_\_\_\_\_

Contact #: \_\_\_\_\_ Contact Email: \_\_\_\_\_

### Family Information:

Parent/Guardian Name(s): \_\_\_\_\_

Contact #: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Address (Street, City, Zip, State): \_\_\_\_\_

### Family Authorization:

I give my permission for the above PDG program to contact me for a phone/personal interview to determine if my child and family are age- and income-eligible for the PDG program.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please scan and email this waitlist sharing form to:*

PDG Program Contact:

Email:

Phone Number:

Additional Information or Notes: