State of Kansas Department for Children and Families Prevention and Protection Services

NOTICE OF INTENT TO DISCLOSE RECORD

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Date of Mailing:	/	Local DCF Office:	
TO:		FROM:	
		TELEPHONE #:	
ADDRESS: Street/P.O. Box		ADDRESS: Street/P.O. Box	
City	State	City	State
ZIP		ZIP	
DCF has received a request to disclose the case record of			
		(0	child's name)
The request was made by			
	(Name of Individual and/or Agency)		

Pursuant to KSA 38-2212(f), DCF is required to disclose case records of child abuse and neglect resulting in a fatality or near fatality of a child. DCF is required to notify all affected individuals that the above mentioned child's record will be disclosed. You may be affected by disclosure as you are identified in the record.

Upon receipt of this notice, you have the right to file a motion requesting the court to prevent the disclosure of these records. The court is required to consider certain factors in determining if the records should be released. These factors are found in KSA 38-2212(f).

If you want to keep the file closed, a motion must be filed with the court within 7 days, excluding week-ends and state holidays, of this notice. If a motion is not filed within 7 days, DCF is required to release the case record.

If you want to review the record yourself or have questions, please contact the person listed above.

cc: PPS Administration



Strong Families Make a Strong Kansas