



RELEASE FOR ACCESS TO
TAPP TRAINING TRANSCRIPT
FOR GROUPS

PROGRAM INFORMATION

Facility Number _____
City _____

Site Name _____

Director Name _____
TAPP Registry ID Number _____

Contact Number () _____

AUTHORIZATION INFORMATION

We, the undersigned, understand and give approval to allow:

- Above named facility director/administrator
- DCCECE Better Beginnings staff
- ABC Program Specialists, and other ABC-designated staff
- Head Start Administrators
- Other _____

access to view our TAPP training transcripts for monitoring and program certification purposes.

This release will remain valid until you cancel or revise the authorization. As a Registry member, you may 1) view the names of those authorized to view your personal information, 2) cancel access to your records by a third party; and 3) authorize another Registry member to access your TAPP training transcript.

To view those who have been authorized to view your personal information:

- Log onto your "Registry Member's Personal Data Page" through the Registry's website using your personal identification number and password.
- Click on "Groups I Belong To". Names listed are those who have access to your record.

To delete those who have been authorized to view your personal information:

- Log onto your "Registry Member's Personal Data Page" through the Registry's website using your personal identification number and password.
- Click on "Groups I Belong To". Names listed are those who have access to your record.
- Click "DEL" in the left hand column. This will delete the person from having access to your record.

If you do not want another person to have access to or view your personal information, please remember it is your responsibility as a Registry member to either cancel the access yourself or contact the Registry Staff. If at any time you have questions regarding this or any other issues, please contact a member of the Registry Staff at (888) 429-1585.

