

Department of Children's Services
INSTRUCTIONS FOR USE OF FORM
CS-0677
Adoption Record Face Sheet (Closed)

This form is to be used to document a closed adoption record which is to be submitted to TN Department of Children's Services, Adoption Registration Unit for preservation and seal pursuant to TN DCS Policy [15.8, Preparing Adoption Records for Archives](#). Each closed adoption record submitted for preservation and seal will be organized according to the outline/section/order provided on this form.

This form is to be used by designated staff with the TN Department of Children's Services, their Contract Agencies and TN Private Licensed Child-Placing Agencies.

Each closed adoption record will require the filing of a ***CS-0677, Closed Adoption Record Face Sheet***. **However, if a child is part of a sibling group, and the siblings are adopted together and have the same docket number, their information is sealed together.**

Closed adoption records submitted for preservation and sealing will be organized in accordance with the Adoption Record Face Sheet * Designates information which must be included/required field.

Children/Birth Family Information:

1. CPS Referrals – Include CPS records and referrals from previous custody episodes.
2. IV-E Eligibility – This is the initial custody eligibility summary from the CWBC. The application can be included, but only the summary is necessary. If the summary is not available, it can be copied from the financial tab in TFACTS.
3. School Records – This information includes grade cards, testing, IEPs, achievements, discipline attendance, etc.
4. Psychological Reports and Assessment (Child and Parents) – other assessments include TEIS, developmental reports, and testing.
5. Narrative Up to Adoptive Placement – Case notes, foster care, CPS, etc. Case recordings in this section are those from the family foster care case only.
6. CFTM Summaries – Include summaries from the foster care family case only.

Adoptive Family Information:

1. Information in this section comes from the adoptive home record. All documents listed such as checklists, contracts, narratives, home studies, and home study updates should be included in the information to be sealed.
2. Adoptive Home Narrative Through Approval – Include case recordings from the TFACTS adoptive case only.

Correspondence:

1. Once the adoption is finalized, any letters/correspondence from birth family should be sent to the Post Adoption Unit, in Central Office in an envelope with the child's birth name, the child's adoptive name, the child's date of birth, and the adoptive parent's name.