

# CHILD COMMUNICATION + APPOINTMENTS LOG

For Our Children and Families - practical public-use support for moments when families need calmer next steps. Not legal advice. Start with safety first.

## Public-use parent organizer

Use this as a calm running log for school calls, provider contacts, schedule changes, exchange issues, and appointment follow-up.

### Keep it child-centered:

- What happened
- Who was involved
- What the child needed
- What changed in routine, care, or school
- What follow-up is still needed

WEEK OF: \_\_\_\_\_

CHILD / CHILDREN: \_\_\_\_\_

## 1. SCHOOL CONTACTS

**Date:**

**Who:**

**Reason for contact:**

**What changed for the child:**

**Next step:**

**Date:**

**Who:**

**Reason for contact:**

**What changed for the child:**

**Next step:**

**2. MEDICAL / COUNSELING / PROVIDER CONTACTS**

**Date:**

**Who:**

**Reason for contact:**

**What changed for the child:**

**Next step:**

**Date:**

**Who:**

**Reason for contact:**

**What changed for the child:**

**Next step:**

### 3. SCHEDULE / EXCHANGE / TRANSPORTATION ISSUES

**Date:**

**What happened:**

**Impact on the child:**

**What was done:**

**What still needs to be confirmed:**

**Date:**

**What happened:**

**Impact on the child:**

**What was done:**

**What still needs to be confirmed:**

### 4. HOME / ROUTINE NOTES

**Sleep:**

**School attendance:**

**Meals / medication:**

**Behavior / regulation:**

**Anything that helped:**

**Anything that made the week harder:**

### 5. FOLLOW-UP LIST

school

provider

paperwork

transportation

calendar update

support person update

other: \_\_\_\_\_

**Short rule:**

Keep dates, names, and child impact clear. Do not try to write the whole history every time.