

CHILD SCHOOL + CARE TEAM SHEET

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 tool

Use this sheet to keep the child's school and care-team picture in one calm place.

1. CHILD BASICS

- Child name:
- School / program:
- Grade / classroom:
- Main routine notes:

2. CORE CONTACTS

- Teacher / classroom contact:
- School office:
- School counselor / social worker:
- Pediatrician:
- Therapist / counselor:
- Case manager / family support:
- Childcare / after-school:
- Other important support:

3. WHAT EACH PERSON SHOULD KNOW

- Attendance concerns:
- Medication / health notes:
- Behavior / regulation notes:
- Pickup / transportation notes:
- Schedule changes that affect the child:
- Comfort needs / transition supports:

4. WHAT TO ASK OR CONFIRM

- What has the school or provider noticed?
- Has anything changed in attendance, behavior, sleep, or focus?
- Are there missed items, medication issues, or recurring transition problems?
- Is there a simple support step that would help this week?

5. FOLLOW-UP LOG

Date:

Who I spoke with:

Main issue:

What changed for the child:

Next step:

When I need to check back:

6. KEEP IT CHILD-CENTERED

- Write down child impact, not adult scoring.
- Keep dates, names, and next steps visible.
- Use short notes that help the next call go more smoothly.
- Bring the same facts into school, provider, and support conversations.