



CHILD-FACING UPDATE SHEET

FOCAF Family Update Sheet for School, Childcare, and Providers

A clear one-page style update sheet families can use when a child's routine, contact information, or care details change.

Start here

- Fill this out when a school, childcare program, counselor, doctor, coach, or other support person needs updated information.
- Keep the focus on what the child needs, what changed, and who to contact.
- Use the same sheet as a clean summary before a phone call or meeting.

These pages are designed to help families stay organized, communicate more clearly, and keep child needs in view. Use what fits your situation and leave the rest.

Child summary

Child name	Age / grade	School / program	Main contact

What changed	What staff or providers should know right now

Contacts, routine, and safety notes

Best phone / email	Pickup or schedule note	Medication / allergy / care note

Meeting prep or update copy

Question or concern	Who it is for	What answer or help is needed

Date shared	Shared by email / note / call / meeting	Follow-up date