



FOR OUR CHILDREN AND FAMILIES

FOCAF Questions for Calls, Meetings, and Visits

A simple prep-and-follow-up packet for school calls, provider visits, legal-help calls, service meetings, and other family logistics conversations.

What this packet is for

Use this to prepare, stay grounded during the conversation, and record the next step afterward. It helps keep important details from getting lost.



Start here

<input type="checkbox"/>	Write the one main question you need answered first.
<input type="checkbox"/>	Bring the child's name, date of birth, and the dates or papers the office may ask about.
<input type="checkbox"/>	Leave room to write the next step in the other person's words.
<input type="checkbox"/>	Use the call log at the end of this packet to keep follow-up clear.

Question prep page

Date	
Who the call / visit is with	
Main question	
Details to have ready	
What I need clarified	
What I was told	
Next step	
Follow-up date	



Call, meeting, and visit log

Date	Who	Topic / next step	Follow-up by	Done
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Names and numbers to keep handy

Person / office	Role	Phone / email