



ORGANIZATION AND FOLLOW-THROUGH

FOCAF Records + Documents Request Checklist

Printable pages to keep track of what you need, who you asked, and what has arrived.

Start here

- Use this to organize requests for records, copies, letters, notices, or forms.
- Keep dates, names, and contact details in one place so you do not have to start over.
- This is an organization tool. It is not a script or tactics sheet.

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.

Common records families often need

- School records or attendance notes
- Childcare forms or enrollment paperwork
- Housing, utility, or benefit letters
- Activity schedules or fee receipts
- Medical visit summaries or provider instructions
- Orders, notices, and signed agreements
- Insurance, identification, or birth records
- Contact lists and emergency forms

Request tracker

What record or document	Asked from	Date asked	How asked	Status

Follow-up notes

Date	Who you spoke with	What they said	Next step

Arrival log and filing note

Item received	Date received	Where filed or saved	Still missing?

Helpful reminder

- As soon as something arrives, write down where you saved it.
- Use one folder name for paper and one folder name for digital copies.
- If a child uses the same provider or school often, keep that section together.