

Records, Releases, and Contact Basics

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

Use this when family stress is creating confusion about who has what information, who can call, or where records should go.

Keep one clean list:

- school main office
- teacher or homeroom
- school counselor
- school nurse
- childcare contact
- pediatrician
- therapist or counselor
- pharmacy
- emergency contacts

Keep one clean records list:

- medication list
- allergies
- appointment summaries
- school notices
- attendance notes
- behavior/safety plans if any
- release forms if needed

Ask before sending more than needed:

- Does this adult need the full record, or just the current practical update?
- Does this release still need to be signed?
- Is the contact list current this month?
- Does the school have the right pickup and emergency names?

Good rule:

Share the smallest accurate amount of information that keeps the child supported and safe.