

EDUCATION CHILD'S EDUCATION FILE COVER SHEET (12 Month Program)

Child's Name: _____ Center: _____

Start Date: _____ Drop Date: _____

- Forms listed need to be in each child's file
- All files are confidential and are kept in a locked file
- Staple this form to the front inside cover of each child's file
- Begin Conferences and home visits at least 3 weeks prior to the due date
- Place the date on each line when the form has been completed
- Place a check mark on each line when anecdotal records are complete for the month
- If a child enrolls after July, follow the late enrollment timeline.

FORM	DUE DATE* <small>*Refer to other side of page for "Monthly Due Dates" re: timelines of children with late enrollments.</small>	DATE COMPLETED
Anecdotal Record	One entry in each category per month	____ Jul. ____ Aug. ____ Sept.
Developmental Screenings: • Skills Screening Checklist • Child Behavior Checklist • Health	Within 45 days of child entering program	
Parent Conference Report #1	Within 45 days of child entering program	
Child's Observation Record (COR) #1	End of September	
Anecdotal Record	One entry in each category per month	____ Oct. ____ Nov. ____ Dec.
Parent Observation Notes	One entry or more before home visit #1	
Child's Observation Record (COR) #1	End of October	
Home Visit Record #1	End of October	
Individual Development Plan #1 (IDP)	Due before home visit #1 End of October	
Anecdotal Record	One entry in each category per month	____ Jan. ____ Feb. ____ Mar.
Parent Observation Notes	One entry or more before home visit #2	
Child's Observation Record (COR) #2	End of January	
Home Visit Record #2	End of February	
Individual Development Plan #2 (IDP)	Due before home visit #2 End of February	
Child's Observation Record (COR) #3	End of May	
Anecdotal Record	One entry in each category per month	____ Apr. ____ May ____ Jun.
Parent Conference Report #2	End of June	

NOTE: Forms needing a parent's signature must be signed in ink.

