



2010-2011 Folder Checklist

<p><u>Section One: Enrollment</u></p> <ul style="list-style-type: none"> • Section One Table of Contents • Chart Review Disclaimer • Inspection of Confidential Records • Referral Record • Change of Status (if applicable) • Child Plus Application form • Notification letter (optional if prior to school starting) • District enrollment forms • Head Start Parent Handbook • Student Handbook Code of Conduct (District) • Copy of birth certificate • Copy of Social Security card • Video Surveillance Policy (if applicable) • Legal Document log or Legal Documents (if applicable) • Optional/Other Forms 	<p><u>Section Two: Health</u></p> <ul style="list-style-type: none"> • Consent for Health Services • Emergency Consent and Medical Information Release form • Copy of Health Contact Follow-up form (if applicable) • Documentation of Insurance/Medicaid/Chip or No Insurance/Health Coverage Form • Health History Form 2A (2 pgs) • Child Nutrition • Release of Information-Physical • Child Health Record- Physical • Hearing and Vision Screener: 3 year old (if applicable) • Copy of immunization record • Risk Assessment for Lead Exposure: Parent Questionnaire • Lead Results • Tuberculosis - Parent Questionnaire • Release of Information-Dental • Child Health Record- Dental • Child Plus Growth Charts • In House Referral (if applicable) • Accident Report (if applicable) • Optional/Other Forms 	<p><u>Section Three: Social Services</u></p> <ul style="list-style-type: none"> • Section Three Table of Contents • Progress Notes Social Services or Child Plus Disclaimer • Center-based Family Partnership Agreement • Family Partnership Agreement • Needs Assessment • Thank you letter to family (optional) • Parent Interest Questionnaire • In House Referral (if applicable) • Permission for Release and Exchange of Information (if applicable) • Optional/Other Forms
<p><u>Section Four: Parent Involvement</u></p> <ul style="list-style-type: none"> • Section Four Table of Contents • Parent notes (if applicable) • Parent Staff Contact sheets - 87 • Volunteer Application/Criminal History or Disclaimer • Tardy/Absent Acknowledgement • Tardy/Absent Notification Letter • **Take out **Notification of Absences/Tardies Letter (if applicable) - 88 • Absent/Drop Letter (if applicable) - 90 • Transportation enrollment (if applicable) - 92 • Optional/Other Forms 	<p><u>Section Five: Education</u></p> <ul style="list-style-type: none"> • Section Five Table of Contents • Creative Curriculum Information - Summary Form/Report of Checkpoints • Outcomes Checklist or Creative Curriculum Signature Sheet • Dial 3 • DECA or Ages and Stages • Home Visit Form • In House Conference/Parent Staff Contact • Home Language Survey - (District) • Migrant Survey Form - (District) • Field Trip Permission forms (if applicable) • In House Referral (if applicable) • Optional/Other Forms 	<p><u>Section Six: Mental Health</u></p> <ul style="list-style-type: none"> •Section Six Table of Contents •Parental Consent for Mental Health/Behavioral Services •Mental Health Observations/Progress Note •Positive Guidance Plan (if applicable) •Mental Health Child Plus Progress Notes or Disclaimer (if applicable) •Psychological and Social Development Forms (if applicable) •In House Referral (if applicable) •Referral for Counseling (if applicable) •Permission for Release and Exchange of Information <p><u>Section Seven: Special Education (if applicable)</u></p> <ul style="list-style-type: none"> • Section Seven Table of Contents • IFSP/IEP or Disclaimer • BIP (Behav. Intervention Plan) • In House Refer. (if applicable) • Optional/Other Forms