

Parent Contact Record

(Hot Sheet)

CF/E-7 Revised 1/17

(mandatory)

This form is used to document parent conferences, transition plans, home visits, assessment summaries, and/or other important parent contacts by staff.

1. Complete the identifying data at the top of the form:
 - a. Child's name
 - b. Parent/guardian's name(s)
 - c. Type of contact:
 - Conference (a formal meeting at the center or other location)
 - Home Visit
 - d. Date of contact
 - e. Place of contact- Home, Center, or Other (e.g. park, restaurant)
2. Complete the OBJECTIVE section *prior* to a planned conference or home visit by choosing one of the options listed or Other (indicate topic on line provided). Document notes as needed on the lines provided next to this section (e.g. "Discuss developmental assessments and establish school readiness goals", "Discuss preparing child for transition").
3. *During* the conference or home visit, complete the following sections:
 - a. INFORMATION SHARED WITH PARENT
 - Choose one of the options listed or Other (indicate information on line provided). Document notes as needed on the lines provided next to this section (e.g. summarization of assessment results, development in the Five Central Domains, item in child's portfolio, transition plan follow-up).
 - b. INFORMATION SHARED BY PARENT
 - a. Document parent input on goal planning and assessment results.
 - c. INFORMATION SHARED BY STAFF
 - a. Summarize the child's strengths in parent friendly terms utilizing the child assessment data.
4. Parent/Guardian(s) and staff member both sign the form verifying the conference took place.
5. Distribution: White- Child file, yellow-agency, pink-parent/guardian