

FORMS	UPLOADED TO	REPORT
Application Forms: Dianne Buck		
Eligibility Verification Form, Teacher Concerns, Enrollment Letter if not emailed	Application	2025
Enrollment/WL Letters -sent electronically	Comm Log	n/a
Update Forms	Application	n/a
Income Documentation	Enrollment	n/a
Enrollment - Tracy Zickur		
Enrollment & Emergency Agreement	Enrollment	2195
Family Services - Steph Jacobson		
Adoption/Social Service Forms/Court Documents	Family Services	2132
Family Assessment & Goals	Family Services	4220
My Child's World	Family Services	Live Report FAM 1
Health Services - Tracy Zickur		
Action Plan (Allergy, Asthma, Seizure, etc.)	Health	3065
Dental Exam and Follow-up	Health	3065
Growth Assessments - 2 times per year	n/a	n/a
Health History	Health	3065
ICCPP Special Care Plan	HEA/MH/DIS	3065/3016
Parent Refusal of Head Start Services	Health	2132
Physical Exam (CTC, Exam from Dr, Lead Hemo, etc)	Health	3065
Referral Form - Hearing & Vision	Health	3560
Release of Info	Health	3065
Screening (Developmental/Social-Emotional/Hearing/Vision) & Exam forms	DIS/MH/HEA	3065
Special Diet Statement	Health	3065
Immunizations - Tracy Zickur		
Immunization Record - Exemption Forms	Immunizations	3320
Disabilities - Steph Jacobson		
Evaluation Report	Disabilities	3560
IEP/IFSP	Disabilities	3560
Referral Form - Developmental	Disabilities	2132
Release of Info - Disability	Disabilities	2132
Mental Health - Steph Jacobson		
Diagnostic Assessment	Mental Health	3612A
Referral Form - Mental Health	Mental Health	2132
Release of Info - Mental Health	Mental Health	2132
Education - Julie Dahlen		
TS GOLD Report Cards (Fall, Winter, Spring)	Education	2510
Attendance - Julie Dahlen		
Attendance Letters	Attendance	n/a
Attendance Plans/Follow-up	Attendance	2330

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Miscellaneous:		
CACFP Forms & Menus/Food Temperatures - Tracy by 5th of month	n/a	n/a
Class Days Calendar - Julie by end of July	n/a	n/a
Data Analysis/Team Meeting Minutes/Video Planning Forms - Steph	n/a	n/a
Family Event/Socialization Forms - Steph by 5th of month	n/a	n/a
Fiscal - Receipts, Petty Cash, etc - Julie by 5th of month	n/a	n/a
In-Kind Forms - Tracy by 5th of month	n/a	n/a
Professional Development Forms/Trainings - Julie	Personnel	1310
Safety Checklists & Inspections- Steph	n/a	n/a
Staff Health Forms - Tracy	Personnel	1150
Stengths and Needs Assessment-Julie	Personnel	n/a

What do I document in Child Plus?
Address/Phone Number Change - Application/Click on Family Information (It's Blue) & Scroll Down
Attendance Documentation of Absences - Click on Notes
Disabilities Documentation - Email Steph and she will copy and paste to Disabilities Concerns
Family Goals - Family Services/New Event/Family Goal. New event for each goal
EHS Home Visits/Parent Conferences - Family Services/Home Visits/Add Action
HS Home Visits/Parent Conferences - Education/Events/Add Event
Health Insurance Assistance/Info - Health Information Tab/Coverage Notes
Health Related Information - Health Information Tab/Health Notes
Mental Health Documentation - Email Steph, she will copy and paste to Mental Health

Modules	Tab to Find it In
Fire & Tornado Safety	Management
Incident, Injury, Illness Report	Health
Individual Professional Development Plan	Management/Personnel
Staff Emergency Agreement	Management/Personnel

Center Files - Keep Hard Copy of:

- Emergency Preparedness and Risk Assessment
- Enrollment & Emergency Agreement
- Medical - Action Plans (Asthma, Allergy, Seizure), Medication Consent Form, etc.
- Staff Emergency Agreement (print out of Child Plus)