

FORMS	UPLOADED TO	REPORT
<b>Application Forms - Dianne Buck</b>		
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
<b>Attendance</b>		
Head Start Attendance Plans and follow-up - Julie Dahlen	Attendance	2330
EHS Attendance Plans and follow-up - Steph Jacobson	n/a	na
<b>CACFP - Matt Hamilton - by the 5th of the month</b>		
CACFP Enrollment Form	n/a	n/a
Food Temperature Logs	n/a	n/a
Menus	n/a	n/a
Vendor Charge Account Receipts	n/a	n/a
<b>Disabilities - Steph Jacobson</b>		
IEP/IFSP, Evaluation Reports, Progress Reports	Disabilities	3560
Referral Form - Developmental	Disabilities	2132
Release of Info - Disability	Disabilities	2132
<b>Education - Julie Dahlen</b>		
TS GOLD Report Cards (Fall, Winter, Spring)	Education	2510
<b>Enrollment - Tracy Zickur</b>		
Enrollment & Emergency Agreement	Enrollment	2195
<b>Family Services - Steph Jacobson</b>		
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
<b>Health Services - Tracy Zickur</b>		
Action Plan (Allergy, Asthma, Seizure, etc.)	Health	3065
ASQ-SE	Health	3065
Child Allergy Form	Health	n/a
Dental Exam and Follow-up	Health	3065
Dietary Preference	Health	3065
Growth Assessments - 2 times per year	n/a	n/a
Health History	Health	3065
Immunization Records or Exemption Forms	Immunizations	3320
Medication Form	Health	n/a
Parent Refusal of Head Start Services	Health	2132
Physical Exam (CTC, Exam from Dr, Lead Hemo, etc)	Health	3065
Referral Form - Hearing & Vision	Health	3065
Release of Info - Medical and Dental	Health	3065
Screening (Developmental/Social-Emotional/Hearing/Vision) & Exam forms	DIS/MH/HEA	3065
Special Diet Statement	Health	3065
Staff Health Forms	Personnel	n/a

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<b>In-Kind Forms - Tracy by 5th of month</b>		
Classroom Sign-in/out	n/a	n/a
Collaborative Partner Time	n/a	n/a
Monthly Parent Activity & Home Visit	n/a	n/a
Family Events/Socializations Forms	n/a	n/a
Usage Sheet for Center Space	n/a	n/a
<b>Mental Health - Steph Jacobson</b>		
Behavior Assessment	Mental Health	n/a
Behavior Support Plan Progress	Mental Health	n/a
Diagnostic Assessment	Mental Health	3612A
Referral Form - Mental Health	Mental Health	2132
Release of Info - Mental Health	Mental Health	2132
Separation Report	Mental Health	n/a
<b>Other Fiscal Related - Julie Dahlen by 5th of the month</b>		
Petty Cash	n/a	n/a
Vehicle related	n/a	n/a
<b>Professional Development Forms/Training - Julie Dahlen</b>		
Credentials	Personnel	n/a
Stengths and Needs Assessment	Personnel	n/a
Video Planning Forms	Personnel	n/a
<b>Safety Forms and Teacher File Forms - Steph Jacobson by 5th of the month</b>		
Data Analysis	Teacher Files	n/a
Daily Health Check	Teacher Files	n/a
Safety Checklists & Inspections	Teacher Files	n/a
Team Meeting Minutes	Teacher Files	n/a
<b>What do I document in Child Plus?</b>		
Address, Email and Phone number changes		
Attendance Documentation of Absences		
Family Goals		
Health related Information - Health Notes on Health Information Tab		
Home Visits/Parent Conferences - EHS in Family Services and HS in Education tab		
<b>Modules</b>	<b>Tab to Find it In</b>	
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)