

Documentation

Lead Teachers are and should remain the main contact with families and their Head Start children.

Each time a teacher makes contact with a parent whether the teacher has been asked to make the contact or the contact just happens, it is important to document ALL contacts in writing and inform the Specialist when necessary. In the event of a legal proceeding, documentation is our back up of the events. Without documentation this could be a matter of liability for the program and the teacher involved. *A phone call to the Specialist is not justification of documentation. It must be in writing.*

- **Ongoing contact forms can be done.** ALL contacts with the parents, phone calls, discussions, etc. must be documented on the contact form. If the contact requires immediate attention, put it on a Redi-form and send to the Specialist otherwise note on the contact form and keep in file until the sheet is full. Once full make a copy for your file and send the original to the Admin. Office to be placed in the Master File.
- **Document ALL contact you have with Related Services Personnel or anyone from the Public Schools.** The Related Service Sheet is to be used to document their visit for related services. If any other pertinent information is shared with the teacher, document and send to the Specialist on a Redi-form.
- **IEP Notification:** If the school calls or send you written notice of a scheduled IEP (date, time, and place), call the Disabilities Specialist first, then ALWAYS call the parent to be sure they have been informed.

When you call the parent, ask if they can attend and if they will need transportation. Let Disabilities Specialist know the results.

They day before the IEP, call or visit with the parent to remind them of the IEP date, time, and place.

- **Parent/Teacher Conferences:** As soon as you have a Related Services Provider (SLP, OT, PT, etc.) working in your classroom, encourage parents to attend therapy during class. Notify the Related Services Provider (**RSP**) of the dates of upcoming Parent/Teacher Conferences, well in advance. Ask the parent if they wish to meet with the RSP during the Conference or if they want related services information at that time. Relay this information to the RSP. If the parent wants to meet with the RSP, but the RSP cannot attend the Conference at that time, assist them in arranging a time and place to meet together. Whether the parent and the RSP meet during the Conference or at another time, document the set up and the meeting. Send copies of documentation to the Specialist.