



RECORD SHEET

School: Date and Time of Visit:

Name of Primary Teacher:

Name of Secondary Staff:

Student's Name:

Address/Phone:

Parent's Name:

***Parent's Signature:

HOPES & DREAMS

What did I learn about parent/family/student?

Parent comments, questions, suggestions, desires, etc.:

Additional information and/or follow up needed:

HOME VISIT CHECKLIST

Give to payroll secretary when all lines have been checked.

Visit List

- I contacted the Parent/Guardian(s) prior to arrival.
- I informed the Parent/Guardian(s) of the number of staff members arriving.
- I informed the Parent/Guardian(s) of my visit availability.
- I asked the Parent/Guardian(s) what their hopes and dreams are for their child.
- I helped to expand the hopes and dreams, if necessary.
- I invited the Parent/Guardian(s) to the school.
- I asked for the Parent/Guardian(s) signature.

Paperwork List

- I completed the Home Visit Log completely.
- I made a copy for myself.
- I made a copy for my site coordinator.
- I entered the visit into the Student Information System.

FINAL STEP (This step can only occur if all Paperwork List steps are complete.)

- I submitted the signed Home Visit Log to my payroll secretary.