

Weekly/Daily Checklist

Some service coordinators find it helpful to organize a checklist of the activities they need to follow up on a daily/weekly basis to make sure they don't forget to do something for a family. Service coordinators may use the fields below to list the family's names and due dates for the activities they are working on completing. Please remember to keep this stored in a confidential place to protect each family's privacy.

Evaluators/initial IFSP's scheduled & confirmed	IFSP's/Reports to IFSP team (including the family)	School Transition (consent, referral, transition meeting)
Closing Activities: Letter, D/C Report Requests, Exit IFSP Meeting, Close Case	Waiting For.....	Other