

## Monthly Meetings Checklist

*Some service coordinators find it helpful to track the meetings they have coming up each month. This is a tool service coordinators can use to document the families/IFSP teams they need to schedule with and remind them to complete the accompanying activities that go along with each meeting (i.e. assessment authorizations for an annual review, progress and/or discharge reports collected, etc.) Please remember to keep this stored in a confidential place to protect each family's privacy.*

<b>Annual Reviews</b>	<b>6 Month Reviews</b>
Child's name/date due/memo out/scheduled	Child's name/date due/memo out/scheduled
<b>Exit IFSP's</b>	<b>Transition Meetings</b>
Child's name/date due/memo out/scheduled	Child's name/date due/contacted SD/scheduled