

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 |
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