

Tri-County Community Council Head Start/Early Head Start

Child Education/Disability File Checklist

Child's Name: _____

Entry Date: _____

General Information/Permissions/Screening Permission	
	Confidentiality of Record
	Child's Education/Disability Checklist
	Battelle Developmental Inventory 3 rd Edition Permission Form
	Teaching Strategies GOLD Permission Form
	Virtual Permission/ ZOOM
	Permission Consent Form Mental Health/Photo/Video/Social Media
	Other:
Contact/Parent Conference/Home Visits	
	Communication to and from Parents
	New Child-Getting to Know You (if applicable)
	Second Parent Conference
	First Parent Conference
	Second Home Visit
	First Home Visit/Education Orientation
	School Attending/Transition (if Applicable)
Assessments	
	Teaching Strategies GOLD Spring Checkpoint – (Development & Learning)
	Teaching Strategies GOLD Winter Checkpoint – (Development & Learning)
	Teaching Strategies GOLD Fall Checkpoint – (Development & Learning)
Observations/Anecdotal	
	Child Individual Plan (CIP)
	Observation
Disability Section 1	
	Behavior Plan (if Applicable)
	Progress Notes (If Applicable)
	Eligibility Staffing (If Applicable)
	ELKS Occupational Therapy referral with Doctor's Rx
	Permission for Services
Disability Section 2	
	IFSP/IEP (If applicable)
	Referral Form
	Battelle Developmental Inventory (BDI)
	Ages & Stages (ASQ)
	Other:

***Please check off items off list as you put them in the file with the latest information on top and in the order of which it is arranged in the list of items. Remember to only file items that have been completed in its entirety and into the designated section and order of placement. The child's entry date is the child's first day of school, Not their enrollment date.**