



# KCI Child File Check List

## Head Start Preschool (HSP) Center

E-437

### Codes

- F = Filed the Form
- X = Missing Form
- N = Not Applicable
- O = Over Due
- ✓ = Reviewed Form
- I = Incomplete Form
- P = In Progress or Not Due

### FAMILY SERVICES

FCP-600 or FCP-607 Head Start Application										
Income Documentation										
FCP-612 Change of Status (If applicable)										
Custody Orders (If Applicable)										
FCP-615 Strength Form										
Go Engage Family Goals: [ ] Updates: [ ]1 [ ]2 [ ]3										
FCP-617 Activity Service Form										
Parent Interest Survey										
E-327 Staffing Reports										

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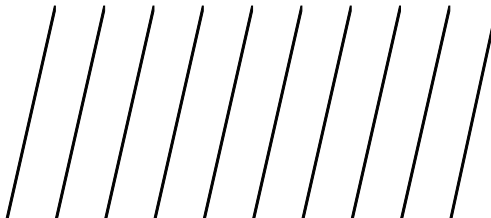
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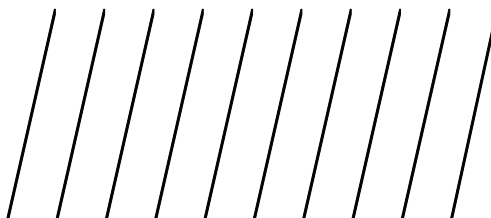
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### EDUCATION

E-400 1st Home Visits (Full Year: COR Family Report)																			
E-400 1st Parent Conferences, Dated COR Family Report, & VKRP Reports																			
E-400 2nd Home Visit & Dated COR Family Report																			
E-400 2nd Parent Conferences, Dated COR Family Report, & VKRP Reports																			
E-427 Transition Plan																			
ASQ:SE (Social Emotional Screening)																			
Ages & Stages Questionnaires																			
ASQ Developmental Screening Results																			
VALLSS (Children transitioning to Kindergarten)																			
VALLSS Summary Report (If applicable)																			
E-406 Antecedents Behaviors Consequences (If applicable)																			
Speech Screening (If applicable)																			



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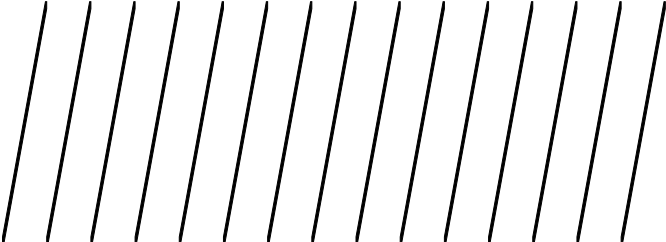
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## HEALTH

Physical	[ ] Hgb	[ ] Lead																		
Immunization Record (on Physical or Separate- Required)																				
H-314 Health Screenings [ ] Hearing [ ] Vision [ ] Hgb																				
Growth Charts [ ] 1st. [ ] 2nd.																				
H-328 Child Nutritional Assessment																				
H-331 Health History																				
H-311 Consents & Permissions																				
H-324 Dental Exam and Treatment Record																				
If Applicable																				
H-323 Consent to Exchange Information																				
H-303 Child Incident Report																				
H-332 Exposure Notice																				
H-302 Special Care Plan Children w/ Asthma																				
H-325 Allergy Action Plan																				
H-312 Seizure Care Plan																				
H-300 Authorization to Give Medication																				
H-338 Dietary Action Plan																				
H-306(b) Sign and Symptom Record																				
Follow-Up																				
H-308 Medical/Dental Reminder/Referral																				
Medical Correspondence																				



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## DISABILITIES

IEP (If applicable)										
D-505 IFSP/IEP Activity (If applicable)										
Sign-In Sheet for providers (Monthly) (If applicable)										
H-311 Referral to Mental Health Provider (If applicable)										
Mental Health Treatment Plans (If applicable)										
D-507 Referral to for Special Education (If applicable)										
D-323 Consent to Exchange Information										
Behavior Plan										

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E-401 Attendance Tracking																			
FCP-602 Unexplained Absentee Follow-Up (If applicable)																			
Attendance Letters to Parents (Copy with date sent)																			
FCP-609 Contact Note or E420 Teacher Contact Notes																			
E-480 One Call Now Parent Sign-up Request																			
E-407 Field Trip Permission																			
E-413 Good News Gazette (Monthly)																			

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