



Parent Teacher Home Visit Project Record Sheet

School: _____ Time of Visit _____

Name of Primary Teacher: _____

Name of Secondary Staff Member: _____

Student's Name: _____

Address/Phone: _____

Parent's Name: _____

***Parent's Signature _____ Date of Visit: _____

Hopes and dreams:

What did I learn about parent/family/student?

Parent comments, questions, suggestions, desires, etc.:

Additional information and/or follow up needed:

HOME VISIT CHECK LIST

(GIVE TO PAYROLL SECRETARY WHEN ALL LINES HAVE BEEN CHECKED)

VISIT LIST

- I MADE CONTACT WITH THE GUARDIAN(S) PRIOR TO ARRIVAL.
- I HAVE INFORMED THE GUARDIAN(S) OF THE NUMBER OF STAFF ARRIVING.
- I HAVE INFORMED THE GUARDIAN(S) OF MY VISIT AVAILABILITY.
- I HAVE ASKED THE GUARDIAN(S) WHAT THEIR HOPES & DREAMS ARE FOR THEIR CHILD.
- I HAVE HELPED TO EXPAND THE HOPES & DREAMS, IF NECESSARY.
- I HAVE INVITED THE PARENT TO THE SCHOOL.
- I HAVE ASKED FOR THE PARENT'S SIGNATURE.

PAPERWORK LIST

- I HAVE COMPLETED THE PARENT SIGNATURE COMPLETELY.
- I HAVE MADE A COPY FOR MYSELF.
- I HAVE MADE A COPY FOR MY SITE COORDINATOR
- I HAVE ENTERED VISIT INTO INFINITE CAMPUS
- I HAVE RECORDED THE HOPES & DREAMS INTO THE COMMENTS SECTION OF IC.

FINAL STEP!! (THIS STEP CAN OCCUR ONLY IF ALL BOXES UNDER THE PAPERWORK LIST IS COMPLETED!!)

- I HAVE SUBMITTED THE PARENT FORM TO MY PAYROLL SECRETARY