


SCHOOL AND CARE TEAM

Provider Update Guide

A school and care-team organizer for factual updates, meetings, attendance questions, appointments, and follow-up tasks.

You may be here because A school, counselor, doctor, coach, or childcare provider needs a brief factual update or follow-up question.	This guide helps you A school and care-team organizer for factual updates, meetings, attendance questions, appointments, and follow-up tasks.
First safe step Write the specific question or update in one sentence, then ask what the next helpful step is.	This is not This does not replace 911, crisis help, legal advice, medical or mental-health care, safety planning, official forms, or current local verification.

Safety first: Immediate danger belongs with 911. Call or text 988 for crisis support. Maine Crisis Line: 1-888-568-1112. If abuse, coercive control, stalking, or fear may be present, use a safe device and trusted support before joint communication, counseling, or mediation.

Current online version and related tools https://focaf.jtforme.com/resources/	
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School and care-team update

Teachers, counselors, doctors, coaches, and childcare providers usually need facts, not a full family history.

- Write the basic school, appointment, or care-team question.
- Keep the update factual and brief.
- Ask what the next helpful step is.
- Save dates, names, forms, and follow-up tasks in one folder.

Child-centered note for Provider Update Guide: Save only what helps with safety, stability, school, health, routines, support, or the next clear step.

Provider update sheet

Share only what the provider needs for care, safety, learning, scheduling, or follow-up.

Provider or school contact	
Reason for update	
Schedule or routine issue	
Question for the provider	
Follow-up date	

Child-centered note for Provider Update Guide: Save only what helps with safety, stability, school, health, routines, support, or the next clear step.

Meeting prep

Write down practical questions before the meeting so the conversation stays focused.

Topic	Question	Next step
Attendance or schedule		
Homework or learning		
Counseling or support		
Health or appointments		
Transportation or supplies		

Child-centered note for Provider Update Guide: Save only what helps with safety, stability, school, health, routines, support, or the next clear step.

After the meeting

Save notes in one place. Follow up calmly and in writing when appropriate.

Who attended	
Main points	
What was agreed	
Documents to save	
Next check-in	

Child-centered note for Provider Update Guide: Save only what helps with safety, stability, school, health, routines, support, or the next clear step.

Keep personal details private

Use these pages for your own planning. Share sensitive details only with trusted helpers, qualified professionals, official agencies, legal counsel, or emergency/crisis support when needed.

- Do not put child names, medical records, sealed records, confidential court materials, or private allegations into broad emails, social media, or untrusted forms.
- Store sensitive documents somewhere safe.
- Ask a qualified professional or official office when safety, health, legal process, or deadlines are involved.
- Use general review notes only for wording, policy, process, safety, clarity, and implementation suggestions.

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Before you stop

Pick one next step that is safe, realistic, and helpful.

One thing I can do today	
One support door to check	
One document or note to organize	
One person or provider to update	
One thing to leave for later	

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