**FES and Teacher Recap**  
***Use as an ongoing form*. *Differentiate entries with color.***  
***Do not type in this form! Click editing - Open in Desktop App***

**Recap Dates:**

**Site/Teacher**: **FES**:

**Teacher / FES Time off of normal schedule (holidays, summer or vacation):**

**Current Family Needs/Resources Shared/Goals/Referrals/Direct Service/FNA/FOT:**

**Program Information Report (PIR) – Updates or questions? (Complete throughout the year.)**

* **Father Figure**
* **BMI Nutrition information**

**Completed Visits:**

**Other Family Needs:**

**Mental Health Needs for Classrooms and/or families:**

**Parent Meeting / Advisory(s), Family Engagement Activities, Workshops / YJT Activities Planning (refer to Planning Checklist):**

**Resources Shared this Month:**

**Attendance Concerns:**

**Drops/Adds, Custody Changes, Name, Address, Phone Number, or Insurance that needs a Change of Status: (It can become embarrassing and for legal reasons these need to happen)**

**EHS transitioning children or meetings:**

**Other community or program updates:**

**Follow Up (Who’s doing what?):**

**Original:** Save in FES folder in SharePoint; **Copies**: Email to Teacher, Coach, SS, MH/PFCE Manager/FES Coordinator

6/23 EHS-HS Team/Admin/Procedure Manual/ Family Engagement Guidance and Resources/FES-Teacher Recap