



Parent Note

Contents of note should be in regard to the child(ren)’s needs. If staff considers the contents to be harassing in nature, personal or regarding child support, the note will not be passed, but will be made part of the record.

Date:	Child/ren’s Name:	
Person Writing Note:		
Person Receiving Note:		
NOTE IN REGARD TO CHILD/REN’S NEEDS:		
<i>Office Use Only</i> RECEIVED BY GH: Stamp, date, staff initial	RECEIVED BY OTHER PARTY: Date, other party signature	
<input type="checkbox"/> Note passed <input type="checkbox"/> Note not passed: <input type="checkbox"/> Note not accepted by other party <input type="checkbox"/> Inappropriate contents <input type="checkbox"/> Other: _____	PROCEDURE: Staff will stamp note as “Received” with the date received and place their initials. The party note is being passed to will sign and date the note. The original is passed to the client, a copy with all signatures is retained for the file and placed in “COMPLETED NOTES” tray.	

This form is to be included when any items are passed, such as medicine, glasses, clothes, etc.
This form will be copied for purposes of passing, free of charge. Additional copies cost \$0.25 per copy.