ChildPlus Attachment Guidelines – Education

Documents to Attach under Education Service Area

Document	Notes	Attachment Type	Required Description (based on the specific document)
Parent Baseline	Attach Spring Only. Description must include program year.	Conference Documentation	Parent Baseline [Add PY]
Home Language Survey	Description must include program year.	Conference Documentation	Initial [Add PY], Home Language Survey
Family Questionnaire	Description must include program year.	Conference Documentation	Initial [Add PY], Family Questionnaire Example: Initial 22-23, Family Questionnaire
Parent Conference Documents	Description must indicate the assessment period and include the program year.	Conference Documentation	Fall [Add PY] Winter [Add PY] Spring [Add PY]
Incident and Illness Report	Description must be the report date.	Incident Report	[Date] Example: 9/19/22
Questionnaire and Summary	Description must indicate Initial, Annual or Rescreen and the specific ASQ, such as ASQ 36 Mo. Description must include program year.	Screening	Initial ASQ [Age] [Add PY] Annual ASQ [Age] [Add PY] Rescreen ASQ [Age] [Add PY] Example: Rescreen ASQ 36 Mo 22-23
Parent Strategies Letter	Attach only if strategies needed for assessment period. Description must include program year.	Screening	Pre DECA Parent Letter [Add PY] Mid DECA Parent Letter [Add PY] Post DECA Parent Letter [Add PY] Example: Mid DECA Parent Letter 22-23
Parent DECA	Description must indicate assessment period and program year.	Screening	Pre DECA Parent [Add PY] Mid DECA Parent [Add PY] Post DECA Parent [Add PY]
Teacher DECA	Description must indicate assessment period and program year.	Screening	Pre DECA Teacher [Add PY] Mid DECA Teacher [Add PY] Post DECA Teacher [Add PY]
Kindergarten Transition Plan	Attach when plan is completed. Description must include program year.	Transition	Kindergarten Transition Plan [Add PY]
Parent Refusal for Further Evaluation	Description must include program year.	Consent Form	Parent Refusal for Further Evaluation [Add PY]

Note: All descriptions (except Incident Report) must include the program year where is says [Add PY]. See some specific examples above.