

EDITABLE

The beginning-of-year packet a family fills out and sends back: a welcome letter, household contacts and pickup names, and a plain-language page about your child. A phone/in-person version, a quick card, a roster, a tracking log, and a filled example. Fillable PDF.

ORGANIZER Folder Labels and Divider Tabs

Print on cardstock, trim along the lines, and file one packet per student in a three-ring binder or a hanging folder.

Student Information Sheet

Child's name: _____
Grade / school year: _____

Welcome & Intake

Pages 5-7: the welcome letter and the two-part information sheet a family sends back.

Interview & Quick Card

Pages 9-10: the phone-in-person version and the one-page quick reference card.

Roster & Tracking

Pages 11-12: the whole-room roster and the packet tracking log.

How to use this cover and these tabs:

1. Print this page on cardstock (or copy paper, then tape to cardstock).
2. Trim along the line to separate the cover from the three divider tabs.
3. Tape or glue each tab to a binder divider (3.5 inches wide).
4. Place one child's cover and their filled sheet behind the matching tab in a three-ring binder, or in a single hanging folder.

One packet per student, refreshed each year

Start a Fresh Start packet for each new school year, even for a returning family... a phone number or a pickup name may have changed over the summer. Keep the prior year's tab on hand for at least one review cycle, then follow your district's own record-

BRIGHT PATH SPEED

Seven situations, seven pages. Send pages 5–7 home first; the rest of this file supports what happens once families start sending them back.

IF THIS IS WHAT'S HAPPENING...	USE THIS PAGE	WHERE
Sending the beginning-of-year packet home	Welcome letter, then the information sheet	Pages 5–7
A family isn't sure what to write in the open sections	Starter phrases	Page 8
Collecting the information by phone or in person instead of on paper	Phone or in-person interview version	Page 9
A substitute or specialist needs one page, fast	Quick reference card	Page 10
Keeping every family's basics in one place for the room	Classroom-at-a-glance roster	Page 11
Tracking which packets have come back	Packet tracking log	Page 12
Filing one packet per student in a binder	Folder labels and divider tabs	Page 14

What's inside, in the order you'd use it

- 1 Send the welcome letter and the two-part information sheet home in the first week (pages 5–7).
- 2 Offer the starter phrases to any family who says they don't know what to write (page 8).
- 3 Use the interview version for a family who prefers a call or a conversation (page 9).
- 4 Build the quick reference card for anyone who needs the basics without the whole packet (page 10).
- 5 Copy the basics onto the classroom roster as packets come back (page 11).
- 6 Log what has been sent and returned, and who still needs a reminder (page 12).
- 7 File the filled sheet in a binder using the labels and tabs on page 14.

What this file is not

Not a legal intake record and not a district enrollment form. It does not ask about eligibility, a label, or any condition a family has not chosen to name themselves. Nothing on these pages is pre-filled with health information — the allergy and medical-notes line is blank in every copy, for the family to complete in their own words.

Three habits this file assumes

- ☐ Send the welcome letter and the information sheet together, in the first week, so no family fills it out from memory a month in.
- ☐ Keep every example on these pages exactly that — an example — and never copy a real family's words from one file onto another.
- ☐ Store a filled-in copy the way your office stores any other enrollment paperwork: secure, and seen only by the adults who need it.

Family & Child Information Sheet — Part 1: Contacts & Pickup

Household members, who else to call, and who may pick your child up. Set once at the start of the year and updated whenever something changes.

CHILD'S FULL NAME

PREFERRED NAME OR NICKNAME (AND
HOW TO SAY IT)

TODAY'S DATE

GRADE / HOMEROOM

SCHOOL YEAR

HOME LANGUAGE(S) SPOKEN

Who lives in our household

NAME	RELATIONSHIP TO CHILD	PHONE	EMAIL

Who else should we know how to reach (not in the household)

NAME	RELATIONSHIP TO CHILD	PHONE

WHO MAY PICK OUR CHILD UP FROM SCHOOL (NAMES)

ANYONE WHO SHOULD NOT PICK UP OUR CHILD, IF THIS
APPLIES

Why we ask

We want to reach the right person quickly if we ever need to, and to know who is expected at pickup so a change does not catch anyone off guard. Update this page any time a phone number, an email, or a pickup name changes.

Anything you'd rather tell us in person or by phone

.....

A good time of day to reach the primary contact

.....

Family & Child Information Sheet — Part 2: Getting to Know Your Child

What your child loves, is good at, finds hard, and the routines that help at home. A few words or a few sentences — whatever is true for your family.

CHILD'S FULL NAME

PREFERRED NAME

DATE

This page is about your child, in your own words. A case manager or teacher reads this before the first day, so it is one of the first things we know about your child beyond a name on a roster.

Things my child loves

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Things my child is good at

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Things that are hard for my child, or that worry them

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Routines or things that help at home

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Allergies or medical notes (for the family to complete; leave blank if none)

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Anything else we should know

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There is no wrong answer here

A few words or a few sentences on any line is plenty. If a question does not apply yet, leave it blank or write “not sure yet” — you can always add more later, and we would rather have more than guess. If this page runs out of room, say so on the last line and a case manager will find you more space.

How my child likes to be greeted or spoken to in the morning

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CASE MANAGER / TEACHER

SCHOOL YEAR

UPDATED

[illegible]

Copy each family's basics onto one row as their packet comes back. Once the roster is full, a substitute or a specials teacher can find any family's contact or pickup names in seconds, without opening a single folder.

Allergy and medical notes stay on the child's own sheet (pages 6–7 or 10), not copied onto a page several adults will see. A shared classroom list is the wrong place for that information to travel.

EXAMPLE

A Filled-In Example

Priya is invented, and so is every answer on this page. Notice what is left blank on purpose, and how the quick card and tracking log pull straight from this same sheet.

Family & Child Information Sheet, Part 1 (page 6) — Priya K., invented first grader

Preferred name: Priya · **Home language(s):** Hindi and English, mostly English at home now. **Pickup:** Lena K., Raj K., Sita K.

NAME	RELATIONSHIP TO CHILD	PHONE	EMAIL
Lena K.	Mom	555-0142	lena.k@email.com
Raj K.	Dad	555-0188	raj.k@email.com

NAME	RELATIONSHIP TO CHILD	PHONE
Sita K.	Grandmother	555-0199

Family & Child Information Sheet, Part 2 (page 7) — the same family

Things my child loves: Dinosaurs, drawing, and her little brother's silly jokes.

Things my child is good at: Reading to her brother, and remembering every rule of a game after being told once.

Things that are hard, or worry her: Loud fire-drill bells, and being the last one picked up.

Routines that help at home: A five-minute warning before leaving somewhere, and a sticker chart for the morning routine.

Allergies or medical notes: – (left blank on purpose; we never pre-fill this line, even in an example)

Anything else: She just moved from a different school this summer and still asks when she'll see her old friends.

What the quick card, roster, and tracking log would show for this same family

The quick card (page 10) pulls three lines straight from this sheet, nothing invented separately: the pickup names, the home language, and “just moved from another school this summer” as the one thing to know right away. The classroom roster (page 11) copies the same contact, pickup, and language fields onto one row, with no allergy or medical information on it, by design:

STUDENT	PREFERRED NAME	PRIMARY CONTACT & PHONE	PICKUP NAMES	HOME LANGUAGE	PACKET ON FILE?
Priya K.	Priya	Lena K., 555-0142	Lena K., Raj K., Sita K.	Hindi / English	Y, 9/2

The tracking log (page 12) shows this packet sent 8/25 and returned 9/2 — September 2 is 8 days after August 25, inside the two-week mark the team wrote in the blank on that page, so no reminder was needed:

STUDENT	DATE SENT HOME	DATE RETURNED	REMINDER SENT (DATE)	NOTES
Priya K.	8/25	9/2	–	Returned before our two-week mark

Priya K. is an invented student for this example; no real family's information is used or shown.