**Home Visit Checklist**

(Use this tool to keep track of important steps in the home visit process)

**VISIT LIST**

|  |  |
| --- | --- |
|  | I made contact with the guardian(s) prior to arrival. |
|  | I have informed the guardian(s) of the number of staff arriving. |
|  | I have informed the guardian(s) of my visit availability. |
|  | I have asked the guardian(s) what their hopes and dreams are for their child. |
|  | I have helped to expand the hopes and dreams, if necessary. |
|  | I have invited the parent to the school. |
|  | I have asked for the parent’s signature on the signature half-sheet. |

**PAPERWORK AND PAYROLL LIST**

|  |  |
| --- | --- |
|  | I have made sure that the parent signature half-sheet is fully completed. |
|  | I have made a copy of the signature half-sheet for myself. |
|  | I have made a copy of the signature half-sheet for my site coordinator. |
|  | I have entered the home visit into Infinite Campus, including the hopes and dreams. |
|  | I have entered the home visit into True Pay before the end of the current pay period. |

**FINAL STEP!!**

|  |  |
| --- | --- |
|  | I have submitted the completed signature half-sheet to my site coordinator before the end of the current pay period. |

**Modified from: Parent Teacher Home Visit Project in August, 2018**