# Parent Documentation Binder

Reusable logs, trackers, and organization pages for family records.

**USE THIS BINDER TO CREATE A CLEAR, DATE-ORDERED RECORD. Keep entries factual, respectful, and as close to the event as possible.**

### A practical, family-centered guide

This resource is designed to help people organize information, ask informed questions, and locate appropriate support. It is educational—not legal advice. Procedures, rights, deadlines, and agency practices vary by state, tribe, court, and individual case. Confirm current requirements with a qualified attorney or the relevant agency.

## How to set up your binder

Use one section per topic. Keep originals in a safe place and use copies for working notes. Label each page with the child's initials or a case reference—not a full name—if the binder could be seen by others.

- 01 — Case contacts and important numbers
- 02 — Chronology and event timeline
- 03 — Agency notices and correspondence
- 04 — Court filings, orders, and hearing notices
- 05 — Service referrals, attendance, and completion records
- 06 — Visitation and family-contact records
- 07 — School, medical, and other relevant records
- 08 — Questions for counsel and follow-up tasks

## Master case information

| Field | Information |
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## Event timeline

Record dates and facts neutrally. If you are unsure of a date, mark it as approximate rather than presenting it as exact.

| Date / time | Event / what happened | People present | Document / source |
|---|---|---|---|
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## Communication log

| Date / time | Who contacted whom | Method | Key points / follow-up |
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## Appointment and service tracker

| Service / provider | Scheduled date | Attended? | Proof / notes |
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Keep appointment confirmations, completion letters, certificates, and receipts together. If you cannot attend, document the reason and any effort to reschedule.

## Document inventory

| Document name | Date received | Where stored | Follow-up needed |
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## Privacy and recordkeeping

- Store the binder in a locked or otherwise secure location.
- Do not include passwords, Social Security numbers, full medical records, or unnecessary sensitive details in a copy shared broadly.
- Do not record conversations unless you have checked the applicable consent and recording laws.
- Preserve original documents and note when a copy was provided to someone.

## Important safety note

If a child or another person is in immediate danger, contact local emergency services. Do not delay urgent safety action to complete a worksheet. Keep sensitive records secure and share them only with people who have a legitimate need to know.

Prepared by A Voice 4 Our Children. Review date: November 5, 2026. Verify links, laws, contact details, and procedures before relying on them. This publication does not create an attorney-client relationship or guarantee any outcome.