

CHECKLIST FOR CHILD RECORDS

**This document is being supplied as a sample. Your program may develop your own checklist or tailor this checklist to meet your specific needs. Most required records are included on this sample checklist. It is the program's responsibility to be aware of additional records that may apply to them. Separate checklists for miscellaneous records and staff records are also available at www.ct.gov/oec **

Child Name	Date of Birth	Authorization Form - Preschool or School Age	Enrollment Form	Informed parents of Behavior Management Techniques	Emergency Medical Permission	Authorized Released Permission	Transport Permission	Field Trip Permission	Health Record Expiration Date	Immunization (including flu vaccine)	Injury, Illness, Incident, Accident Reports	Individual Care Plan	Medication Auth. Form Exp. Date
Frequency (if applicable)		(if applicable)							Annual or per school schedule	As updated per DPH requirements			(if applicable)