SCHOOL MORNING HANDOFF BOARD

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 List a specific handoff task rather than a child's private profile.

STEP 2 Assign one adult to confirm transport, forms and lunch needs.

STEP 3 Keep final confirmation in the note, not an assumed completion state.

STEP 4 Which fact or document still needs checking?

SCHOOL MORNING HANDOFF BOARD

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

NEXT REVIEW / SCHEDULED TIME	STEP OR DELIVERABLE	RESPONSIBLE PERSON	PROGRESS	EVIDENCE AND NEXT CONFIRMATION

Outstanding question or record to confirm

SCHOOL MORNING HANDOFF BOARD

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 List a specific handoff task rather than a child's private profile.

Concrete next action	Owner / due

ACTION 2 Assign one adult to confirm transport, forms and lunch needs.

Concrete next action	Owner / due

ACTION 3 Keep final confirmation in the note, not an assumed completion state.

Concrete next action	Owner / due

IMPORTANT CONTEXT

Does not send messages to schools or confirm transportation or supervision. Confirm all time-sensitive arrangements directly.

- [ ] Source checked
- [ ] Next action assigned