**Audience**

This form is intended for teachers and families at the elementary and middle school level.

**Purpose**

*Here’s My Child, Handle with Care* provides teachers the opportunity to collect important information from families regarding their child at the beginning of a school year, when teachers get a classroom full of new students. This form allows families to “introduce” their child and gives the teacher basic knowledge of their students that can be used as a foundation to build relationships and make the transition to a new year easier for everyone.

**Logistics**

**Distribution**

* Include *Here’s My Child, Handle with Care* in the enrollment packet.
* Provide an area where families can sit down and complete the form during enrollment.
* Classroom teachers can distribute *Here’s My Child, Handle with Care* during open house or during the first week of school.
* If this is a school-wide initiative, appoint someone in the office or a volunteer to make and distribute copies of *Here’s My Child, Handle with Care* to all participating teachers.

**New Students**

* Provide teachers with extra copies of *Here’s My Child, Handle with Care* so they can send it home when new students start after the start of the school year.

**Completed Returned Forms**

* Completed forms should be returned to and read by the classroom teacher and filed securely in the classroom.
* It’s beneficial for the principal to have a copy of the forms if any behavior issues arise.

**Suggestions for Periodic Reviews**

* Review the form prior to Open House. Ask if anything has changed since enrollment and give parents the opportunity to update the form.
* Revisit the form during Parent-Teacher Conferences. Update as necessary.

Remember to update forms that may be kept by the principal, counselor, etc.

**Do you have a great idea for *Here’s My Child, Handle with Care*? Leave your comments on the Family Engagement weebly at familyengagement.weebly.com.**