

SECOND STEP PLANNING SHEET-DOCUMENTATION

This form has two purposes:

Planning—By studying the descriptions you can decide the best time for correlating the lessons with additional units.

Documentation—This form completed shows that each classroom has used this Mental Health material. This does not preclude using additional resources.

Location: This form should be kept on file in your center or with your lesson plans. It will be part of the **MENTAL HEALTH/DISABILITIES CHECKLIST FOR SITE VISITS** and it will be checked for use.

Assign someone in your center to be responsible for the **SECOND STEP** program. This may be one person in each class or one person per center.

Form should be completed in this way:

1. Introduction to Second Step date sent to parents _____
2. Feelings letter unit 1 date sent to parents _____
3. Each lesson date recorded _____

Individual letters are to be recorded on the Mental Health Checklist by child.

Location: This form should be kept on file in your center