



WV BIRTH TO THREE MISSED APPOINTMENT DOCUMENTATION

Date of Appointment: _____ Time of Appointment: _____

Type of Missed Appointment:

- Parent Cancellation Practitioner Cancellation

Reason for Missed Appointment:

- Illness No Reason Given Scheduling Conflict Out of Town Weather Conditions
 Family not home for scheduled visit Other: (explain) _____

Service That Was to be Provided at Today's Visit:

- Evaluation/Assessment IFSP/IFSP Review Intervention Service Coordination Intake

Today's Appointment:

- has been rescheduled for _____
 was unable to reschedule appointment with family. Will contact at a later date to reschedule.
 family chose not to reschedule

NOTE: If appointment was cancelled by practitioner, the practitioner must reschedule the missed appointment within six months, unless the family chooses not to have the appointment rescheduled. If the family chooses not to reschedule, that decision must be documented in the child's educational record. Practitioners and families are not required to make up visits that are cancelled by families.

Practitioner Name (Print): _____

Signature: _____ Date: _____

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