Routine Message Handoff Record

A reminder is finished when its message is heard.

A child's routine message duty must remain separate from adult-only responsibilities.

Hypothetical example: a child remembers a cardboard request late, gives a truthful explanation, and uses a named school-note pocket with an adult acknowledgment next time.

01 The message

Record what was said and what remains uncertain.

Actual information

Intended recipient

Written source or question

02 Late repair

Keep the delay and present options honest.

Handoff missed

Truthful explanation

What can still be done

Routine Message Handoff Record / Review & follow-through

03 Next reminder

Teach one repeatable location and cue.

Where the message will wait

Time to pass it on

Adult-only duty to keep separate

04 Acknowledgment

Check that the information arrived.

Recipient's acknowledgment

Step that still failed

Adjustment for the next message