Calendar Change Confirmation

Identify the event and the actual source of the change.

Verify the change, update the agreed calendar, and tell the people whose handoff is affected.

Hypothetical example: A revised activity time is verified, the agreed calendar is updated, and the adult responsible for pickup confirms the new handoff.

01 Check the source of the change

Identify the event and the actual source of the change.

Event

Original entry

Change received from

Time received

02 Identify who is affected

Verify the changed detail and what remains unconfirmed.

Changed detail verified

Source checked

Unconfirmed detail

People affected

Calendar Change Confirmation / Review & follow-through

03 Update the agreed record

Update the agreed calendar and contact the affected adult.

Calendar updated

Person making update

Handoff changed

Message sent

04 Confirm the human handoff

Confirm the handoff and review the final entry.

Answer received

Final entry checked

Unfinished confirmation

Next review trigger