



ADOPTION FINALIZATION CHECKLIST

Case ID:

Case Name:

Checklist Complete?

Checklist at time of finalization of adoption:

	Item:	Date Due:	Date Completed:	Updated By:
<input type="checkbox"/>	Complete disclosure process and have Full Disclosure Statement signed.			
<input type="checkbox"/>	LifeBook is completed and all pictures in record are provided to adoptive family.			
<input type="checkbox"/>	Create new case for Child.			
<input type="checkbox"/>	Review new case to ensure all family and medical history for the child is transferred to new case.			
<input type="checkbox"/>	Explain process to adoptive parents for requesting post adoption services.			
<input type="checkbox"/>	Provide Adoption Reunion Registry brochure to adoptive parents.			
<input type="checkbox"/>	Provide Tuition Waiver Letter to adoptive parents.			