

Module 4 · Takeaway

Chronology / timeline builder

Printable template. One row per event, in date order. Fill every column.

Columns for every entry

☐	Date.
☐	What happened (absence, meeting, visit, letter, referral).
☐	Who was involved (full name and role).
☐	Parent's response (or no response).
☐	Source / where it is evidenced (exhibit reference).

Before you finish

☐	Read it in order; does the story flow from first signs to escalation?
☐	No acronyms; a stranger to the family could follow it.
☐	Every action links to an absence and a response.