

BASICS OF REPORT WRITING

1. Work with your Peer Coordinator
2. Use the report outline
3. Have your report to your PC 14 days prior to the hearing
4. In the opening paragraph, include the child's name, age, gender, ethnicity; state the names of the parents; summarize the reasons the children came into care; and indicate if ICWA applies
5. Be concise, clear, fact-based, and thorough
6. Keep to no more than 2 pages or less
7. Use Times New Roman typeface 12pt
8. Before quoting a professional, get an OK
9. After initially introducing the adults by first and last names, refer to them as Ms., Mr., Mrs. with last names
10. Avoid FIRST NAMES
11. Do not name anyone in the report who is not a legal party
12. Do not use the names of schools or teachers
13. Do not overuse "I"
14. Do not use the report to complain
15. Make sure in "Status of Children" that you include:
 - a. Health/medical status
 - b. Any behavioral issues
 - c. Educational needs/status
 - d. How the visits go with the parents
16. Make sure the reader can "hear" the child's voice
17. Maintain "strength based approach"
18. Expect edits and suggestions
19. We will work with you as much as possible to get the edits correct; however, if we are behind on time, we may have to make important edits without consulting you.